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A  
COMPLETE SYSTEM  
OF  
PRACTICAL BOOK-KEEPING,  
EXEMPLIFIED IN  
SIX SETS OF BOOKS:

JOURNALISED DAILY, WEEKLY, AND MONTHLY: BY SINGLE AND DOUBLE ENTRY.—  
APPLICABLE TO ALL KINDS OF BUSINESS, &c.

INDIVIDUAL AND PARTNERSHIP CONCERNS.

ACCOMPANIED WITH THE VARIOUS FORMS OF  
BILLS, MERCANTILE LETTERS, ETC.  
IN DAILY USE IN THE COUNTING ROOM.

AN  
INTEREST AND TIME TABLE;  
ALSO,  
A SERIES OF CONCISE RULES  
FOR PERFORMING  
VARIOUS COMPUTATIONS IN BUSINESS.

*Designed for the Counting House and Schools.*

BY NICHOLAS HARRIS, A.M.  
PRINCIPAL OF THE HARTFORD COMMERCIAL ACADEMY

STEREOTYPED EDITION.

HARTFORD.

BROWN AND PARSONS.  
F. J. HUNTINGTON AND CO., NEW-YORK.—W. MARSHALL AND CO.,  
PHILADELPHIA.  
1842.

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1842

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## INTRODUCTION.

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THE major part of young men in our country, are, to some extent, accountants; and if required to keep accounts at all, they should be able to do it in a manner intelligible to themselves and to others. While almost every branch of education is thoroughly taught in our schools and colleges, the commercial education of young men is almost, or quite neglected; and this too, when many youth enter those institutions with the design of following mercantile pursuits after they are graduated. Indeed, no class of individuals has had less helps to qualify themselves for their business previously to entering upon it, than merchant's clerks.

Every business man should be entirely acquainted with the principles of Double-Entry, that he may classify and conduct his accounts in such a manner as will disclose to himself and to others, (if need be) the true state of his affairs. By Single-Entry, the merchant cannot trace out the changes through which his property has passed; and though he may, by picking up the *odds* and *ends*, ascertain what his property is worth, he is, nevertheless, unable to tell on what branches of his business, (if it is extensive) he has realized his gains. For a person who is receiving money for rents, for dividends on stocks, for freight of ships, and for merchandise, it is important that he keep an account with each of these branches of his business, that he may know what part of his property nets him the most per cent. With such information before the mind, the judicious will withdraw his capital from the unproductive, and invest it more in the productive branches of his business. And hence the necessity of separate accounts with ships, cotton, flour, real-estate, &c.

By previous preparation, it is evident that young men may engage in mercantile pursuits with many advantages; and it is therefore highly important that they have access to a work on the science of accounts, so systemized, so simple, and still so comprehensive, as to give all requisite information. The author would not say, or even insinuate, that there are not ably written works on this subject, or claim an excess of originality in the arrangement or matter of this; yet it being the result of much experience and study, he hopes it embodies as many merits, at least, as any Book-keeping in print. By carefully noticing the questions of his pupils, the author has been able to learn on what points the most difficulty is encountered, and has consequently dwelt upon those parts more minutely.

The first set of books in Single-Entry, is arranged in the simplest form possible, showing merely the Day-Book entries, and the transactions there recorded, posted to the Ledger.

The second set, supposes the merchant to begin business with a given capital, to continue the same for three months, when the Balance-sheet is taken, and a statement of affairs made out. There is a new Ledger made from the old one, with all the *balances* carried forward.

In Part I. there is also a great variety of forms of letters, bills, &c., with the Statute-Laws regulating the damages on protested bills, &c., explained.

In Part II., the theory and practice of Double-Entry is introduced and exemplified in four sets of books, with Trial-Balances, Balance-sheets, the method of taking them, &c., fully explained.

The first set records the business of one person during one month, where all the cash and other transactions are found on the Day-Book, which is the simplest form of keeping accounts by Double-Entry. At the close of the month the business closes, the Balance-sheet is taken, and the accounts are equilibrated.

Set II., records the retail business of one individual for four weeks, in which the transactions are journalized once a week, and posted to the Ledger accordingly. The small cash sales made through the week, are entered at the close of each week, in one sum, which is done on Saturday night, when the cash is balanced. This is a safe and judicious plan for the retailer to adopt in keeping his accounts.

Set III., records a partnership business, of three individuals continued four months. This set has a Cash-Book, on which all the cash transactions are entered, and from which each sum is posted to the Ledger. There is connected with the same, a Private-Ledger, aside from the one in daily use, which is kept by the partners, and which shows how much each partner has invested in the business, the sum which each has withdrawn from the concern, and finally, how much has been the net gain or loss on the business, when a statement of affairs was made.

It is not designed to make this work an Arithmetic, or a substitute for one; yet it is deemed exceedingly important that a few concise rules for performing various computations in business, with suitable examples, be annexed. They have accordingly been entered, with other important information, in the third Part.

There will be found immediately after the Bill-Book, Set III., a variety of original entries, in the form of a Day-Book, which advanced classes may write into Blank-Books, journalize, and post. The Trial and Balance-sheets will be found in connection with the Day-Book.

A valuable Time and Interest Table, with a Dictionary of Commercial terms, &c., will be found in the third Part.

## ADVERTISEMENT

TO THE STEREOTYPE EDITION.

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The favorable reception which the former edition of this work has found in the mercantile community, and its introduction into many Academies and Schools through the States, have induced the author to carefully revise, correct, enlarge, and prepare for the press, the present edition.

In the arrangement of this, every thing particularly important in the first edition is retained, with decided improvements in the mode of journalizing and ruling the books, which, more than any thing else, lessens the labor of the Book-keeper.

There will also be found, in addition, another set of books, Set I., by Double-Entry, entirely changed from the former; many new examples for making Journal-entries; the Statute-Laws of the different States, regulating the damages and interest on protested bills; a condensed and valuable Interest Table; a Time Table, and a Table showing the weight and value of gold coins, fixed by the Acts of Congress in 1834.

In consequence of the importance which the study of Book-keeping is assuming in *all* good schools, particular regard has been had to adapt the arrangement and matter of the whole book to the convenience of teachers, to the wants of classes, and to facilitate individual instruction.

THE AUTHOR.

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## HINTS TO TEACHERS.

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As the design of those who pursue the study of Book-keeping is to make it useful to themselves in actual business, or in teaching it to others, it is highly important that they begin with the *first principles*. *Individual instruction* is generally preferable to teaching in classes, but as that method is not practicable in ordinary schools, classes must necessarily be formed, and consequently such a course must be pursued by the teacher as will best meet the wants of the *whole*. To the classes, the teacher should explain the object of Book-keeping, the importance of keeping accounts systematically and correctly—should tell them that ignorance on this subject is generally the cause of insolvency among business men, and that no portion of a business man's time is more profitably spent than that bestowed upon his books—that his science is important, not only to the merchant, the lawyer, and the physician, but is a great accomplishment to any class of individuals; that the theory is beautiful, and the practice useful, and that both may be acquired under a competent instructor, sooner than in any other situation. The teacher should also illustrate the peculiarities of Double and Single-Entry Book-keeping; in what the difference between the two methods consists, and the decided preference which the former has over the latter. Such, and similar suggestions, usually awaken in the mind of the learner an interest, which, in this, as in other branches of education, is indispensable to success.

The questions and answers on pages, 9, 10, and 11, may now be studied and recited to the teacher, after which he may suppose purchases and sales of goods, and show his class how he would record such transactions on the Day-Book—what accounts would necessarily be opened in the Ledger, in order to post those Day-Book entries, and how such accounts should be closed, when payment is made.

The class should be made familiar with the language in which any business transaction is recorded, remembering that conciseness and perspicuity are highly important in making the *original* entries. This familiarity may be acquired by recording a variety of business transactions, on the black-board or blank-books, by the pupil, and the correction be made by the teacher.

The Day-Books, Set I. and II., Single-Entry, may now be copied, if deemed expedient by the teacher, into blank-books, and afterward posted and the accounts balanced. It will not be well to dwell longer upon the process of Single-Entry, but pursue the principles and practices of Double-Entry; for a competent knowledge of the latter, implies an understanding of the former, except some few particulars.

The class may now take lessons to advantage in Part II., and be carefully drilled on the explanation of the Ledger-Accounts (pages 79 to

86,) the method of journalizing (pages 71 to 78,) the process of opening books (pages 88 to 96,) and all the matter preceding Books, Set I., on which pertinent questions will be found.

Too much stress cannot be laid upon the importance of understanding the object of the accounts in the Ledger, for on the arrangement of this Book are deduced the principles of journalizing. Hence the folly of making a Ledger under the direction of a series of arbitrary rules. I have never known a person become a *practical* Book-keeper, who would use *keys* and such nonsense. The instruction in a school should correspond as nearly as possible to that given in a counting-house, and what merchant would be so foolish as to teach his clerk to keep books by the direction of arbitrary rules?

The supposed transactions beginning on page 73, and concluded on page 78, may be given to a class, for several lessons, to be written out in a *narrative style*, full and concise, on loose paper or slate. When the class comes together, each may be required to read aloud the record as *he* has it, after which, if necessary, they may be corrected, punctuated, and in some cases journalized and posted. The learner should at least tell *how* to do the same. The writer finds such a course highly useful in teaching Book-keeping.

Day-Book, Set I., (page 101) may now be copied into blank-books, which the class may rule with red or black ink, (if they have not books ready ruled) ruling the lines in the same way as found in the *printed book*.

After copying the Day-Book, the learner may journalize the same on a slate or sheet of paper, referring to the explanation of Ledger-Accounts, beginning on page 79 for rules to make the Journal-entries.

The Journal-entries made as directed, may now be examined by the teacher, or compared with the printed Journal, and if correct, they may be written out on the ruled, blank Journal.

It is not so important that the learner make the Journal-entries independently, (although that is, in most cases well,) as to understand the principles, and give a reason for journalizing the transactions one way rather than another. The sooner the *principles* involved are comprehended, the better, as the pupil may now give his time to acquiring a facility, correctness and neatness in writing up his books; which is the *practical part* of Book-keeping, and which is generally the great desideratum.

The class should, before going further, be carefully questioned on the principles of making Journal-entries, posting &c.

The name of every person and thing, which is found on the Journal, must be written in the Ledger, in large hand, to which, under their respective heads, all the sums must be transferred, or posted.

The Trial-Balance, the Profit and Loss, and Balance-sheets, may be successively made out according to the directions given on pages 119 to 127, which are full and lucid.

Each of the accounts in the Ledger may now be added and equilibrated as per directions. The learner will derive great advantage from writing out the several sets of books, in so far as it gives him not only the *theory*, but the *practice* of keeping accounts, and soon familiarizes him with the whole process of opening, conducting, and closing books.

# BOOK-KEEPING.

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## QUESTIONS AND ANSWERS.

1. WHAT is meant by Book-keeping ?

Book-keeping is the art of recording transactions in trade, in a concise and perspicuous manner, so as to show the sum and all parts of the merchant's property.

2. Is there more than one method of keeping accounts ?

There are two methods ; one by Single and the other by Double-Entry.

3. What is the distinction between the two ?

In Single-Entry, the item recorded in the Day-Book, is entered but once in the Ledger.

### EXAMPLE.

Should I sell John Brown, on account, goods amounting to \$100, I should first record it on the Day-Book, and then post (or place) \$100 to the Dr. or left hand side of John Brown's account in the Ledger. Hence, *Single-Entry*.

In Double-Entry, each sum is entered in the Ledger, at two or more accounts.

### EXAMPLE.

If I sell John Brown merchandise on account, amounting to \$100, I post the \$100 to the Dr. or left hand side of John Brown's account, also \$100 on the Cr. or right hand side of the merchandise account, in the Ledger. Hence, *Double-Entry*.

4. Which plan is best adapted to a small business ?

Single-Entry is commonly preferred for a small business, as it saves some writing, especially if it be a retail business; yet eve-

ry departure of the merchant from Double-Entry, will produce uncertainty in his affairs. The method of Single-Entry being the more simple, will occupy the first part of this treatise.

5. What is the ultimate design in recording transactions in trade ?

That the merchant may at any time ascertain his *gain or loss* on business, and in *what* his property consists.

6. In Single-Entry, what Books are necessary to accomplish that end ?

The Day-Book, in the beginning of which is to be recorded a minute and concise statement of the Merchant's or Tradesman's affairs when he commences business ; a history of his debts and effects, and afterward a record of what individuals have bought or received of the Merchant, and of what the Merchant has bought or received of individuals on account.

The Ledger, in which the Merchant, devoting one page to each person with whom he has transactions in trade, and writing his name in large round hand at the top of the page, posts to the Dr. side, all sums which the individual owes him, and on the Cr. side posts all sums which he has had of the individual, on account.

In addition to the above Books, may be introduced the Journal, Cash-Book, Bill-Book, Book of Shipments, Account-Current-Book, Letter-Book and Invoice-Book, depending much on the nature of the business. When the Journal is used, it is only a neater and more concise form of the Day-Book, and instead of posting from the *Day-Book*, the items are taken from the *Journal*, to the *Ledger*.

7. Is it essential in what order the accounts are opened in the Ledger ?

The stock account should appear on the first page, after which, the order is not important in Single-Entry.

8. Having the accounts opened on the Ledger, (with one or two on a page, as may be expedient) how does the Book-keeper next proceed ?

He posts the accounts ; which is simply collecting the items of each account, as they have been recorded in the Day-Book or Journal, and placing the same under their respective heads, in order to show the state of each account, after these entries are posted.



9. Is it necessary to have any reference figures, from the Ledger to the Journal, and vice versa ?

It is frequently important to refer from one Book to the other, and to facilitate the matter, the folio of the Ledger *where* the entry is made, is placed in the marginal column of the Journal ; and in the Ledger, the folio of the Journal *whence* the item was taken. See Journal and Ledger, Set 1st., Double-Entry.

When the Ledger is made from the Day-Book, reference figures must be placed on the *Day-Book and Ledger*.

10. Does any business require more than one Ledger ?

Manufacturers frequently keep, besides the principal Ledger, a Petty-Ledger, on which they enter the names of their workmen, to whom they are paying small sums of money, or to whom they are trusting stock, and from which they transfer the total of cash, merchandise, &c. to the principal Ledger. This method keeps the large Ledger neater, saves labor in taking the Trial-Balance, &c.

11. When is an account said to be *closed*, and when *equilibrated* or *balanced* ?

In adding two sides of an account, when the one side is equal to the other, the account is said to be *closed* ; when the sides are unequal, requiring on the smaller side, the difference to make it equal, the account is said to be *equilibrated*.

12. Why and how are Books compared ?

The design of comparing Books is to ascertain whether the items have been correctly transferred from the Journal to the Ledger ; and this is best accomplished, by one person reading the folio of the Ledger from the Journal, giving the amount, date, &c. while another turns to that account in the Ledger, and finding it correctly posted, marks it with a dot, thus .

13. Should errors be found in posting, how are they corrected ?

When an item has been overlooked, carry it to its proper account as soon as discovered, placing on the margin an  $\times$  where the item is *posted*, and another where it *should have been posted*. When an item is carried to wrong account, place the same amount on the opposite side *by or to error*, with an  $\times$  *against* each, on the margin—so when a wrong sum has been posted, or when carried to the wrong side of an account.

## REMARKS.

The following short set of Books, the Day-Book and Ledger, exhibits the simplest form of keeping accounts which can be adopted, where any degree of accuracy is required. It may answer for a farmer or mechanic who has but little occasion to record his business transactions, but if the business is at all important the 2nd. set of books should have the preference.

It will be seen that the Stock, Cash and other accounts, are not opened in this Ledger, and only the names of the persons who are trusted appear. There are some individuals who keep a Day-Book or a Ledger alone, but a man's business must be very small to require only one book to record it.

When a person becomes indebted to the owner of the Books, for goods, for labour, or for any cause, the owner of the Books makes record of the same on his Day-Book, and then writes the person's name in the Ledger, under the Dr. side of which, he writes the amount which the person owes him. When the person pays any thing, the owner of the Books posts or writes the sum which he receives of the person under the Cr. side of his account. Thus the difference between the Dr. and Cr. column shows how much one owes the other. If the Dr. side is the largest, the balance is in favor of the owner of the Books ; and vice versa.

# DAY-BOOK AND LEDGER,

SET I.

SINGLE-ENTRY.



HARTFORD, January 1, 1838.					
Jen. 1	Joseph Carter . . . . . Dr.				
	To 12 pounds of Sugar, . . . @ 9 cts.				1 08
" "	John Woodbridge, . . . . . Dr.				
	To 16 pounds of Coffee, . . . @ 11 cts.	1	76		
	To 9 " " Sugar . . . @ 8 "		72		2 48
" 2	Joseph Carter, . . . . . Cr.				
	By one day's labour, . . . . .				1 00
" 2	John Spring, . . . . . Dr.				
	To 1 load of Wood, . . . . .				3 50
" 2	Judah Brown, . . . . . Dr.				
	To 1 piece Cotton Goods 20 yds. @ 20 cts.	4	00		
	" 1 pair thick Boots, . . . . .	2	00		6 00
" 3	John Woodbridge, . . . . . Dr.				
	To Shoeing Horse, . . . . .	1	00		
	" Setting Waggon Tire, . . . . .	2	00		3 00
" 3	Joseph Carter, . . . . . Dr.				
	To 2 Bushels of Corn, . . . @ 75 cts.	1	50		
	" 4 " " Oats, . . . @ 34 cts.	1	36		2 86
" 3	John Woodbridge, . . . . . Cr.				
	By Cash, . . . . .				2 50

HARTFORD, <i>January 1st, 1838.</i>				
1838.				
Jan. 4	Elijah Sharpe, . . . . . Dr.			
	To 8 galls. Molasses, . . . . @ 30 cts.	2 40		
	" 1 bbl. of Apples, . . . . .	1 50	3 90	
" 4	Judah Seymour, . . . . . Dr.			
	To 1 pair of Pants, . . . . .	15 00		
	" 1 Vest. . . . .	7 00	22 00	
" 4	Elijah Sharpe, . . . . . Dr.			
	To 4 reams of Paper, . . . . @ 4,00		16 00	
" 6	Judah Brown, . . . . . Cr.			
	By Cash, . . . . .		6 00	
" 6	John Woodbridge, . . . . . Dr.			
	To 1 Hat. . . . .		5 50	

## HARTFORD, January 1, 1838.

Dr.		JOSEPH CARTER,		Cr.			
1838							
Jan. 1	To Sugar, . . . . .	1	08	Jan. 3	By Labor, . . . . .	1	00
" 2	To Grain, . . . . .	2	80				

It will be seen that Joseph Carter has purchased Goods at two different times, amounting to \$3 88, and has paid in labor \$1 00, leaving him in debt to the owner of the Books \$2 88.

Dr.		JOHN WOODBRIDGE,		Cr.			
1838							
Jan. 1	To Sundries, . . . . .	2	48	Jan. 3	By Cash, . . . . .	2	50
" 2	To Labor, . . . . .	2	00				
" 6	To Hat, . . . . .	5	50				

The Dr. column of this account shows that J. Woodbridge owes the owner of the Books \$10 98, and the Cr. side shows that he has paid \$2 50, leaving a balance against Woodbridge of \$8 48.

Dr.		JOHN SPRING,		Cr.	
1838					
Jan. 2	To Wood, . . . . .	3	50		

J. Spring is indebted \$3 50 to the owner of the Books, and when he pays the whole or a part of the same, his account will be credited for the sum he pays.





**PETTY CASH-BOOK,**

**SINGLE-ENTRY**

## REMARKS

### ON THE SUCCEEDING SET OF BOOKS.

1. THE succeeding set of Books shows a simple method of keeping accounts by Single-Entry, which may be adopted by individuals doing a *small* or *retail* business. In connection with the Day-Book, on which are recorded all the transactions except the daily sales, is a Cash-Book, called generally the Petty Cash-Book, in the Dr. column of which are entered the amounts of money taken through the day for goods sold, and in the Cr. column all sums paid for postage, cartage, clerk-hire, &c. the balance of which is carried to the Day-Book, *weekly*, and called "Sales this week."

2. The form of the Petty Cash-Book, as kept by the Merchant for the first two weeks, is given, showing the plan on which the accounts were kept during the three months.

The cash transactions are recorded on the Day-Book, as if no Principal Cash-Book were kept. The form of such Cash-Book, however, is given, which may be used if desirable, and when used, the sums of Cash received must be entered on the Dr. page, and the sums paid away entered on the Cr. page, so the difference between the Dr. and Cr. column will be the amount of cash on hand. When such Cash-Book is used, the cash transactions do not appear on both Cash and Day-Book, as in Set 2, but *only* on the Cash-Book.

## HARTFORD, January 1, 1838.

1838.				Dr.	Cr.
Jan.	2	To Merchandise, . . .	sales this day, . . .	95 00	
"	3	By Coal, . . . . .	paid H. Brainard, . . .		9 00
"	"	To Merchandise, . . .	sales this day, . . .	91 00	
"	4	" " " " " " " " . . .	" " " " " " " " . . .	125 00	
"	5	By Stationery, . . .	pr. receipt, . . .		5 00
"	"	To Merchandise, . . .	sales this day, . . .	60 00	
"	6	By Postage, . . . . .	5 Letters, . . .		1 00
"	"	To Merchandise, . . .	sales this day, . . .	124 00	
<i>Balance entered Cash-Book, page 1.</i>					500 00
				515 00	515 00
Jan.	8	To Merchandise, . . .	sales this day, . . .	70 00	
"	9	By charges on goods, pr. Bunker Hill, . . .			10 00
"	"	To Merchandise, . . .	sales this day, . . .	60 00	
"	10	By Postage, . . . . .	3 Letters, . . .		50
"	10	To Merchandise, . . .	sales this day, . . .	80 00	
"	12	By Board, &c. . . . .	pr. receipt, . . .		20 00
"	"	To Merchandise, . . .	sales this day, . . .	50 00	
"	13	By Portage, . . . . .	on goods, . . .		4 50
"	"	To Merchandise, . . .	sales this day, . . .	75 00	
<i>Balance entered Cash-Book, page 1.</i>					300 00
				335 00	335 00



**CASH AND DAY-BOOK,**

**Set II.**

**SINGLE-ENTRY.**

**D. BOND.**

Dr.		HARTFORD, <i>January 1, 1838.</i>	1
1838.			
Jan. 1	To Stock, . . . . .	1000 00	
" 6	" Merchandise, . . . sales this week, .	500 00	
" 13	" " . . . " " " .	300 00	
" 20	" " . . . " " " .	175 25	
" 26	" " . . . " " " .	450 00	
" 28	" " . . . " " " .	300 00	
		2725 25	
Feb. 1	To Balance, . . . from last month, .	2595 25	
" 6	" Merchandise, . . . sales this week, .	700 00	
" 13	" " . . . " " " .	300 00	
" 16	" I. M. Hall, . . . on account, . .	75 00	
" 17	" Reynolds & Morris, " " . .	100 00	
" 19	" Merchandise, . . . sales this week, .	800 00	
" 28	" " . . . " " " .	700 00	
		5270 25	
Mar. 1	To Balance, . . . from last month, .	3740 25	
" 10	" Wm. H. Imlay, . . on account, . .	50 00	
" 12	" Merchandise, . . . sales this week, .	700 00	
" 15	" Reynolds & Morris, on account, . .	50 00	
" 18	" H. L. Miller & Co., " " . .	1000 00	
" 29	" Wm. H. Imlay, . . " " . .	12 00	
" "	" Merchandise, . . . sales this week, .	800 00	
" 30	" Reynolds & Morris, on account, . .	350 00	
" 31	" Charles Sheldon, . " " . .	150 00	
		6852 25	

2	HARTFORD, <i>January 1, 1838.</i>	Cr.
1838		
Jan. 8	By Charles Sheldon, . . . on account, . .	100 00
" 31	" John Reed, . . . " " . .	30 00
"	" Balance, . . . . . to next month, .	2595 25
		2725 25
Feb. 14	By Stewart & Co., . . . on account, . .	50 00
" 16	" Bills Payable, . . . J. Olmsted & Co.,	1480 00
" 28	" Balance, . . . . . to next month, .	3740 25
		5270 25
Mar. 1	By Bills Payable, . . . Stewart & Co., .	100 00
" 8	" " " . . . " " " . .	500 00
" 13	" J. Olmsted & Co., . . on account, . .	300 00
" 31	" Balance, . . . . .	5952 25
		6852 25

1		HARTFORD, <i>January 1, 1838.</i>	
1838			
Jan. 1	Have on hand, commencing business, Cash, . . . . . 1,000 Merchandise, . . . . . 5,000		6,000 00
3	Bought of Charles Sheldon, 2 pieces Cloth, 42 yds., blue, @ 5 00 . 210 1 " " 21 " black, @ 4 50 . 94 50		304 50
5	Bought of John Olmsted & Co., 16 yds. Carpeting, . . . . @ 1 00 . .		16 00
6	Sold Catlin & Co., 20 pieces Linen, 500 yds. @ ,83 1-3 . . .		416 66
6	Cash sales of Merchandise, this week, . . .		50 00
8	Paid Charles Sheldon, Cash on account, . .		10 00
10	Sold Wm. H. Imlay, 1 piece Muslin, 9 yds. . . @ ,75 . . .		75
12	Sold H. L. Miller & Co., 4 pieces Cambric, 60 yds. . @ ,50 . . .		3 00
13	Cash sales of Merchandise, this week, . . .		300 00



HARTFORD, January 15, 1838.		2
1838		
Jan. 15	Catlin & Co. have accepted my draft on them at 10 days sight, due Jan. 27, for . . . .	300 00
17	Sold L. M. Hall, 3 pieces quilting, 42 yds. @ 1 00 . 42 00 " " S. Cloth, 20 " @ 5 00 . 100 00	142 00
20	Cash sales of Merchandise this week, . .	175 25
22	Bought of Stewart & Co., New-York, 6 pieces Silk, 200 yds. @ 1 00 200 00 11 " Cambric, 200 yds. @ 20 . 40 00	240 00
24	Sold H. L. Miller & Co., 4 pieces S. fine Cloth, 84 yds. @ 4 00 .	336 00
26	Cash sales of Merchandise this week, . .	450 00
27	Received payment of Catlin & Co., for Bill, in Cash, . . . . .	300 00
30	Accepted Stewart & Co's. Draft on me, at 30 days, payable, March 1st, for . . . .	200 00
31	Paid J. Reed, Cash on account, . . . .	30 00

3		HARTFORD, January 31, 1838.	
1838			
Jan 31	Sold Reynolds & Morris, Springfield, 6 pieces Gingham, 168 yds. @ 25, 42 00 1 piece S. fine Cloth, 22 " @ 6 00, 132 00 4 pieces Cassimer, 120 " @ 2 00, 240 00		414 00
	FEBRUARY.		
Feb. 1	Bought of Stewart & Co., 1 piece Silk, 75 yds. . . @ 1 00 . .		75 00
2	Sold I. M. Hall, 1 piece Silk, 50 yds. . . @ 1 50 . .		75 00
6	Bought of John Olmsted & Co., 1 piece S. F. Cloth, 100 yds. @ 10 00, 1,000 00 2 pieces Cambric, 200 " @ 40, 80 00 4 " Silk, 400 " @ 1 00, 400 00		1,480 00
6	Cash sales of Merchandise, this week, . .		700 00
8	Sold H. L. Miller & Co., 1 piece Broadcloth, 50 yds. @ 12 00 .		600 00
10	Accepted John Olmsted & Co.'s Draft on me, at 30 days, for . . . . .		1,480 00
11	Sold Reynolds & Morris, 1 piece S. fine Cloth, 40 yds. @ 6 00 .		240 00

HARTFORD, February 12, 1838.				4
1838				
Feb. 12	Bought of Stewart & Co.,			
	1 piece Silk, 50 yds. . @ 1 00 .	50 00		
	1 " Cambrie, 100 yds. @ 50 .	50 00		
			100 00	
12	Cash sales of Merchandise, this week, . .		300 00	
13	Sold I. M. Hall,			
	3 pieces Linen, 100 yds. @ 2 00 .	200 00		
	1 piece Silk, 50 " @ 2 00 .	100 00		
			300 00	
14	Paid Stewart & Co., Cash on account, . .		50 00	
14	Received from I. M. Hall, Cash on account,		75 00	
16	Paid John Olmsted & Co.'s Draft on me, .		1,480 00	
17	Received from Reynolds & Morris, Cash on account, . . . . .		100 00	
18	Sold H. L. Miller & Co.,			
	1 piece S. F. Cloth, 100 yds. @ 12 00	1,200 00		
	1 " Cambrie, 50 " @ 50	25 00		
			1,225 00	
18	Accepted Stewart & Co.'s Draft on me, due March 1st, for . . . . .		100 00	

5		HARTFORD, February 18, 1838.	
1838			
Feb. 19	Cash sales of Merchandise, this week, . . .		800 00
20	Sold Reynolds & Morris, 1 piece of Silk, 50 yds. @ 2 00 100 00 1 " S. F. Broadcloth, . . . 300 00		400 00
21	Bought of Stewart & Co. 2 pieces Silk, 200 yds. @ 1 00 200 00 5 " Cambric, 600 yds. @ 50 300 00		500 00
25	Accepted Stewart & Co.'s Draft on me, due March 8th. . . . .		500 00
27	Bought of John Olmsted & Co., 100 yds. Carpeting, . . @ 2 00 . .		200 00
28	Cash sales of Merchandise, this week, <sup>10</sup> . .		700 00
MARCH.			
Mar. 1	Paid Stewart & Co.'s Bill on me, . . . .		100 00
2	Sold Charles Sheldon, 50 yds. Carpeting, . . . @ 2 00 . .		100 00
3	Sold Wm. H. Inlay, 1 piece Linen, 25 yds. . @ 2 00 . .		50 00

HARTFORD, March 6, 1838.		6
1838		
Mar. 6	Bought of H. L. Miller, & Co., 1 case Broadcloth, 100 yards, @ 5 00 . .	500 00
7	Bought of John Olmsted & Co., 10 yards Broadcloth, . . . @ 7 00 70 00 1 Vest, . . . . . 3 00 1 piece Carpeting, 75 yds. . @ 2 00 150 00	223 00
8	Paid Stewart & Co.'s Bill on me, . . . .	500 00
10	Received from Wm. H. Inlay, Cash, on account,	50 00
12	Cash sales of Merchandise, this week, . .	700 00
13	Paid John Olmsted & Co., Cash, on account, .	300 00
15	Received from Reynolds & Morris, Cash, on account, . . . . .	50 00
18	Received from H. L. Miller & Co., Cash, on account, . . . . .	1,000 00
20	Sold Charles Sheldon, 5 yards Broadcloth, . . . @ 10 00 . .	50 00

7		HARTFORD, March 25, 1838.	
1838			
Mar. 25	Sold H. L. Miller & Co., 1 piece Carpeting, 100 yds. @ 3 00 . .	300 00	
28	Sold Wm. H. Inlay, 1 piece Cambric, 25 yds. @ 1 00 . .	25 00	
29	Received from Wm. H. Inlay, Cash on account,	12 00	
29	Cash sales of Merchandise, this week, . .	800 00	
30	Received from Reynolds & Morris, Cash on account . . . . .	350 00	
31	Received from Charles Sheldon, Cash on account,	150 00	

# LEDGER A.

• SET II.

SINGLE-ENTRY.

D. BOND





Dr.		JOHN OLMSTED & Co.		Cr.		2	
1898							
Feb. 10	To Bills Payable, . . .	5	1,480 00	Jan. 5	By Merchandise, . . .	1	10 00
Mar. 15	To Cash, . . .	6	200 00	Feb. 6	By Merchandise, . . .	3	1,480 00
" 31	To Balance, Led. B., . .	1	130 00	" 27	By Merchandise, . . .	5	200 00
				Mar. 7	By Merchandise, . . .	6	225 00
			1,810 00				1,919 00

The debit side of this account shows how much John Olmsted & Co. have received of the owner of the Books.

The credit side of this account shows how much John Olmsted & Co. have paid the owner of the Books.

The Cr. side being the greatest, the owner of the Books owes John Olmsted & Co. the difference of the two sides, \$109. If the Balance were on the other side, John Olmsted & Co. would owe the owner of the Books that Balance. The same is true of all personal accounts.

Dr.		CATLIN & Co.				Cr.	
1898							
Jan. 5	To Merchandise,	1	415 66	Jan. 15	By Bills Receivable	2	200
				Mar. 31	By Balance, Led. B.,	1	156 00
			415 66				415 66

Catlin & Co. have given D. Bond, on the 30th Jan., their note for \$200, for which he credited their account. By this act they have paid him \$200 as book account, though they are responsible for the face of the note when he presents it due, or when any person presents it due, to whom he may have sold it. The balance, \$156 66, Catlin & Co. owe D. Bond on book account.

Dr.		H. L. MILLER & Co.		Cr.			
1898							
Jan. 12	To Merchandise,	1	30 00	Mar. 6	By Merchandise,	6	500 00
" 24	To Merchandise,	2	338 00	" 15	By Cash,	5	1,000 00
Feb. 8	To Merchandise,	3	600 00	" 31	By Balance, Led. B.	1	901 00
" 18	To Merchandise,	4	1,225 00				
Mar. 23	To Merchandise,	7	300 00				
			2,493 00				2,493 00

Dr.		I. M. HALL		Cr.			
1898							
Jan. 17	To Merchandise, . . .	2	148 00	Feb. 15	By Cash, . . .	4	75 00
Feb. 2	To Merchandise, . . .	3	75 00	Mar. 31	By Balance, Led. B., . .	2	412 00
" 12	To Merchandise, . . .	4	300 00				
			517 00				517 00
</							

I. M. Hall owes the owner of the Books \$442.

Dr.		REYNOLDS & MORRIS.		Cr.				
1838								
Jan	31	To Merchandise, . . .	2	414 00	Feb. 17	By Cash, . . . . .	4	100 00
Feb.	11	To Merchandise, . . .	5	260 00	Mar. 15	By Cash, . . . . .	6	50 00
"	20	To Merchandise, . . .	25	400 00	" 30	By Cash, . . . . .	7	250 00
					" 31	By Balance, Led. B.,	8	854 00
				1,054 00				1,054 00

Reynolds & Morris owe D. Good the Balance, \$854.

Reynolds & Morris owe D Bond the Balance, \$554.

Dr.		CHARLES SHELDON.		Cr.				
1838								
Jan.	8	To Cash, . . . . .	1	100 00	Jan. 3	By Merchandise, . . .	1	304 50
Mar.	2	To Merchandise, . . .	5	100 00	Mar. 31	By Cash, . . . . .	5	150 00
"	20	To Merchandise, . . .	5	80 00				
"	31	To Balance Led. B. . .	8	204 50				
				454 50				454 50

D. Read over Charles Sheldon the Balance. \$254 50.

D. Bond owes Charles Sheldon the Balance, \$454 50.

Dr.		STEWART & Co.		Cr.				
1838								
Jan.	30	To Bills Payable, . . .	2	200 00	Jan. 22	By Merchandise, . . .	2	260 00
Feb.	14	To Cash, . . . . .	4	50 00	Feb. 1	By Merchandise, . . .	3	15 00
"	18	To Bills Payable, . . .	4	400 00	" 12	By Merchandise, . . .	4	100 00
"	25	To Bills Payable, . . .	5	500 00	" 21	By Merchandise, . . .	5	500 00
Mar.	31	To Balance, Led. B., . .	2	65 00				
				915 00				915 00

D. Bond owes Stewart & Co. the Balance, \$65 00.

D. Bond owes Stewart & Co. the Balance, \$615 00.

Dr.		WM. H. IMLAY.		Cr.			
1838							
Jan.	10	To Merchandise, . . .	1	6 75	Mar. 20 By Cash, . . . . .	6	50 00
Mar.	3	To Merchandise, . . .	5	50 00	" 25 By Cash, . . . . .	7	20 00
"	28	To Merchandise, . . .	7	25 00	" 31 By Balance, Led. B.,	2	19 75
				81 75			81 75

Wm. H. Imlay owes D Bond \$19 75.

This Ledger is made from the Day-Book, having each item posted separately.

Dr.		BALANCE-SHEET.		Cr.	
1838					
Mar. 31	Cash, . . . .	5,952	25	John Olmsted,	139 00
	J. Reed, . . .	30	00	Charles Sheldon,	204 50
	Catlin & Co., .	116	66	Stewart & Co.,	65 00
	Wm. H. Imhry, .	19	75	Stock, . . . .	7,697 16
	H. L. Miller & Co.,	991	00		
	I. M. Hall, . .	442	00		
	Reynolds & Morris,	554	00		
		8,105	66		8,105 66

This is a statement of D. Bond's affairs on March 31st., 1838; the debit side showing the cash on hand, and all the debts owing to him; and the credit side, the debts which D. Bond owes to other individuals. The Merchandise all having been disposed of, D. Bond's property is composed of cash and debts, which, after his *own* debts are canceled, will amount to 7,697 16

The amount carried into business, in Mdse., 5,000  
Cash, 1,000  
—6,000

Leaving a gain on his business of . . . . . 1,697 16  
Stewart & Co.'s Draft for \$200, due March 1st., being paid in Merchandise, no account of it was made on the Day-Book.

The Balance-Sheet, after being proved correct, should be copied into the Ledger, directly after the accounts now equilibrated.

The Balance-Sheet should also be preserved and kept in the Safe or with the cash in the Cash-Depository, that the merchant, in case his Books should be destroyed, could refer to this and learn the state of his affairs when the Books were last balanced.

At the balancing of the Books, the Merchant must have taken account of the stock unsold, before he can find the gain or loss on his business since last balancing the Books.

1									
Dr.			STOCK.				Cr.		
<div>1838</div> <div>April 1 By Balance, Led. A., 1 7607 16</div>									
Dr.			CASH.				Cr.		
<div>1838</div> <div>April 1 To Balance, Led. A., 1 5932 95</div>									
Dr.			JOHN REED.				Cr.		
<div>1838</div> <div>April 1 To Balance, Led. A., 1 30 60</div>									
Dr.			JOHN OLMSTED & Co.				Cr.		
<div>April 1 By Balance, Led. A., 1 139 00</div>									
Dr.			CATLIN & Co.				Cr.		
<div>1838</div> <div>April 1 To Balance, Led. A., 2 115 60</div>									
Dr.			H. L. MILLER & Co.				Cr.		
<div>1838</div> <div>April 1 To Balance, Led. A., 2 90 00</div>									
<p>It will be seen that the Balance of each account on Ledger A, have been transferred to this Ledger, as it would be done on opening a new set of Books in actual business.</p>									

<i>Dr.</i> I. M. HALL. <i>Cr.</i> 2									
1838 April 1	To Balance, Led. A.	2	442	09					
<i>Dr.</i> REYNOLDS & MORRIS. <i>Cr.</i>									
1838 April 1	To Balance, Led. A.	3	554	05					
<i>Dr.</i> CHARLES SHELDON. <i>Cr.</i>									
1838 April 1	By Balance, Led. A.	3	201	50					
<i>Dr.</i> STEWART & Co <i>Cr.</i>									
1838 April 1	By Balance, Led. A.	3	65	00					
<i>Dr.</i> WM. H. IMLAY. <i>Cr.</i>									
1838 April 1	To Balance, Led. A.	2	19	75					

## REMARKS.

The number of Books made use of in any business, must depend upon its nature and extent, of which they are to be a true record. The design of increasing the number of Books being to render more perspicuous one's business, and to facilitate the labor, it would be idle for the Dry-Goods retailer to introduce into his business all the Books requisite for a Wholesale and Commission business. When people limited their trade to their own cities, or even country, fewer Books were required to record the business transactions, and the method of Single-Entry answered a tolerable purpose ; but as commerce increased, a larger number of Books were indispensable, and to record their business transactions by Double-Entry, was found the only safe method that could be adopted. As it is the design of the author to simplify the subjects as much as may be, by dropping every thing unimportant, and introducing all essentials, the subsidiary Books used in business will only be enumerated, forms given, with due explanation.

## FORM OF A CHECK-BOOK.

EXCHANGE BANK.

1839.

	Dr.		Cr.
Jan. 4, Deposited,	15,000 00	No. 1—Jan. 6,	
" 6, do. .	8,000 00	To Samuel Comstock,	4,000 00
" 8, do. .	5,000 00	No. 2—Jan. 8,	
		To D. F. Robinson, .	3,000 00
	28,000 00		
" No. 1 & 2,	7,000 00	No. 3—Jan. 10,	
		To Wm. E. Inlay,	4,000 00
	21,000 00	No. 4—Jan. 15,	
" 16, Deposited,	2,000 00	To Homer Foote,	
" 18, do. .	3,000 00	To pay my note,	8,000 00
	26,000 00		
" No. 3 & 4,	12,000 00		
	14,000 00	No. 15—Jan. 18,	
" 21, Deposited,	4,000 00	To Wm. H. Inlay,	
		To pay for Flour,	6,000 00
	18,000 00		
	6,000 00		
	12,000 00		
" 22, Deposited,	2,000 00	No. 6—Jan. 20,	
" 26, do. .	4,000 00	To J. B. Shultas, .	200 00
" 30, do. .	2,000 00		
" 31, do. .	3,500 00		
	23,500 00	No. 7—Jan. 24,	
" No. 6 & 7,	1,200 00	To A. M. Collins & Son,	1,000 00
Balance now in Bank,	22,300 00		

When you deposit any money, you enter the sum deposited on the Dr. side, and when you draw out money, you enter the sum drawn out on the Cr. side, giving the No. of the Check, and to whom and for what the Check was given. The difference between the sum of the deposits and the amount drawn out will show the balance.

## ACCOUNT SALES-BOOK.

When goods are consigned for sale, the consignee records the sales, charges and commission, with all the items of expense, on the Account Sales-Book. If, in the meantime, the consignee has advanced money to the consigner, the amount is placed to the Dr. of *his* account, and not to the sales-account.

*ACCOUNT-SALES of Wine from France, per the ship Wave, and sold by W. & A. Ely, Wholesale Dealers and Commission Merchants, by order and on account and risk of John Duval, Esq.*

1838			
Nov. 6	By D. Bull, . . @ 1 month, For 12 pipes, 1,512 galls. . . . @ 1 50	2,268	00
" 8	By Hills & Bolter, @ 3 months, For 24 pipes, 3,024 galls. . . . @ 1 46	4,415	04
" 9	W. & A. Ely, For 6 pipes, 750 galls. . . . . @ 1 60	1,200	00
" "	S. B. Grant, . . . @ 2 months, For 8 pipes, 1,008 galls. . . . @ 1 48	1,491	84
		9,374	88
CHARGES.			
Nov. 1	Bond @ Custom House, . . . . .	1,000	
" "	Cash paid for Freight, . . . . .	300	
" 2	Cartage and Cooperage, . . . . .	50	
" 10	Storage and Advertising, . . . . .	20	
" 11	Our Commission, . . . . .	600	
		1,970	00
" "	Net proceeds, . . . . .	7,404	88
Errors Excepted.			
W. & A. ELY,			
HARTFORD, Nov. 11, 1838.			



ACCOUNT-SALES of 300 pieces of Silk, received per the Wasp, from France, and sold by Hudson & Putnam, Commission Merchants, on account and risk of John Duval, Esq.

1838				
Nov. 12	By A. & C. Day and Co., @ 3 months, For 60 pieces, . . . . .	@ 50 00	3,000 00	
" 14	By A. M. Collins & Sons, For 100 pieces, . . . . .	@ 48 00	4,800 00	
" 23	By J. Olmsted & Co., For 140 pieces, . . . . .	@ 50 00	7,000 00	
			14,800 00	
	CHARGES.			
" 12	Custom-House Duties, . . . . .	30 00		
" "	For Freight and Cartage, . . . . .	27 00		
" 25	Storage and Advertising, . . . . .	8 00		
" "	Our Commission, . . . . .	400 00	465 00	
" "	Net proceeds, . . . . .		14,335 00	
	(Errors Excepted.)			
	HUDSON & PUTNAM.			
	HARTFORD, Nov. 25, 1838.			

## ACCOUNT CURRENT-BOOK

JOHN G. COLES, Esq. of Boston, in Account-Current with W. & A. Ely, of Hartford, Conn.

1838				
Mar. 4	To Cash, for Draft, . . . . .	600 00	By Sugar Sales, con- signed to me, . . . . .	700 50
" 16	" Mds. pr. Invoice, . . . . .	300 00	Net proceeds of Col- fee, pr. Jane, . . . . .	1,100 50
Apr. 12	" Draft accepted, . . . . .	400 00	Balance, to account, . . . . .	1,320 00
" 28	" 10 Bales Cotton, . . . . .	1,000 00		
" "	" Cash, per order, . . . . .	800 50		
" "	" Postage, . . . . .	20 50		
		3,121 00		3,121 00
			W. & A. ELY.	

Accounts-Current having been taken from the Ledger and prepared to transmit to correspondents, are first copied into this book.

On the debit side are entered all expenses incurred for your correspondents; and on the credit side are placed all sums which you have realized from the sale of the goods, or otherwise.

### PETTY CASH-BOOK.

On this book are entered all petty expenses, such as for postage, cartage, portorage, &c.; and the sum total of these is carried to the principal Cash-Book, daily, weekly, or monthly, as may be expedient.

### BOOK OF SHIPMENTS.

This is sometimes called the Invoice-Book outward, and on it are copied all Invoices of goods sent abroad, either to order or on consignment.

*Invoice of Goods shipped to John Haggerty & Co., New-York, to sell on our account.*

HARTFORD, February 8th, 1838.				
11 bales Cotton, .	5000 lbs. . . .	Ⓔ	20 cts.	1,000 00
5 hhds. Molasses, .	300 galls. . . .	Ⓔ	45 "	135 00
12 boxes Sugar, .	850 lbs. . . .	Ⓔ	15 "	127 50
10 bales Cassia, .	500 " . . . .	Ⓔ	20 "	100 00
15 bags Coffee, .	648 " . . . .	Ⓔ	15 "	97 20
20 bbls. Flour, .	. . . . .	Ⓔ	10 00	200 00
10 boxes Raisins. .	. . . . .	Ⓔ	1 50	15 00
				1,674 70
HANKS, HARRIS & Co.				

## INVOICE-BOOK.

On this book are transcribed all Invoices of goods purchased, that more convenient reference may be had to them. This book may be made of cartridge paper, and all the *original* Invoices be pasted on it, according to their dates, or arranged alphabetically, with an index, as to a Ledger.

HARTFORD, Jan. 4, 1837.

HANKS, HARRIS & Co.,

*Bought of Hills & Bolter*

11 bales of Cotton,	5000 lbs.	@	20 cts.	1,000 00
5 hds. Molasses,	300 gals.	@	45 "	135 00
12 boxes Sugar,	850 lbs.	@	55 "	467 50
10 bales Cassia,	500 "	@	20 "	100 00
15 bags Java Coffee,	648 "	@	15 "	97 20
20 bbls. Superfine Flour,		@	10 00	200 00
10 boxes Raisins,		@	1 50	15 00

Received Payment, 2,014 70

HILLS & BOLTER.

HARTFORD, Jan. 5, 1837.

HANKS, HARRIS, & Co.,

*Bought of John Olmsted & Co.*

30 yds. Blue figured Silk,		@	75 cts.	22 50
10 " Superior Broadcloth,		@	4 75 "	47 50
30 " Brussels Carpeting,		@	1 42 "	42 60

Received Payment, 112 60

JOHN OLMSTED & Co.,

HARTFORD, Jan. 6, 1837.

HANKS, HARRIS, &amp; Co.,

*Bought of Burt & Townsend.*

1,200 pairs Boys' Shoes,	. . . . .	@ 1 00	1,200 00
400 " Men's "	. . . . .	@ 1 50	600 00
600 " " Boots,	. . . . .	@ 3 00	1,800 00
			<hr/>
			3,600 00

[SAVE EXPENSE.]

Received Payment,

BURT &amp; TOWNSEND.

## LETTER-BOOK.

On this book are copied all the business letters either sent abroad, or received from others, for reference.

## WITH GOODS CONSIGNED.

HARTFORD, June 8th, 1837.

Messrs. Brown & Co.,  
New-Orleans.*Gentlemen,*

Annexed, you have an invoice of Cloths, per the Ocean, Capt. Johnson, Master, amounting to \$4120,50, to be sold on our account.

As the Cloths were manufactured from wool of a superior quality, and in a manufactory second to none in the country, we anticipate a ready disposal of the consignment. We are confident that no pains will be spared on your part, to effect advantageous sales, knowing that further consignments from us will depend upon the result of the present.

We are, Gentlemen,

Yours respectfully,

H. H. &amp; Co.

## WITH ACCOUNT OF SALES.

NEW-ORLEANS, AUG. 29th, 1837.

Messrs. Hanks, Harris & Co.,  
Hartford. }*Gentlemen,*

We lose no time in furnishing you with an account of sales of Cloths, per the Ocean, net proceeds amounting to \$5500,00.

We take the liberty to send you, for the above amount, our Draft, at 20 days sight, on P. W. & King, New-York.

Your consignment reached us in good time; there being but few superior woollens in the market at wholesale, we were able to dispose of them at a price, which, we trust, will prove highly satisfactory to yourselves. Rest assured, that any business with which you may be pleased to intrust us, will receive due attention. In the mean time, subscribing ourselves

Your obt<sup>s</sup> servants,

Brown &amp; Co.

HARTFORD, July 2nd, 1837.

Messrs. J. Hart & Co.,  
New-York. }*Gentlemen,*

Please ship for us, per the first vessel bound for Hartford, 488 bbls. of superior Flour, at \$10,00 per bbl., delivered, as per your last advices.

You can draw upon us at 10 days sight, for the above amount, payable at the Phoenix Bank, or otherwise, as may be most agreeable to yourselves, assuring you in either case your Draft shall be honored.

We are, Gentlemen,

Yours respectfully,

H. H. &amp; Co.

NEW-YORK, 7th July, 1837.

Messrs. Hanks, Harris & Co.,  
Hartford. }*Gentlemen,*

Agreeable to your favor of the second, we have shipped for your account and risk, on board the Hero, Captain Sans, Master, for Hartford, 488 bbls. Flour, at \$10,00 delivered, amounting as

per Invoice, to \$4850, which we have placed to your debit.  
Waiting further orders,

We remain, Gentlemen,

Your's truly,

J. HART & Co.

#### GETTING ACCEPTANCE.

Messrs. John Howard & Co.,  
New-York. }

HARTFORD, July 6th, 1837

*Gentlemen,*

Please do the favor of procuring acceptance on the inclosed Draft for \$1,000, at 10 days sight, on St. Johns & Co., Pearl-st., and retain the same in your possession till maturity, at which time you can pay the amount to Warriner & Birch, on our account, taking their receipt for the same. In case of non-acceptance, you will have the Bill protested, giving us due notice.

Believe us, Gentlemen,

Your's respectfully,

HANKS, HARRIS & Co.

#### ON PROTEST.

Messrs. Hanks, Harris & Co.,  
Hartford. }

NEW-YORK, July 26th, 1837.

*Gentlemen,*

In conformity with your favor of the 8th ultimo, your Bill has been duly presented for acceptance, which being refused by St. Johns & Co., is now under protest. No exertions were spared on our part to procure acceptance, but all to no purpose. Waiting further orders,

We are, Gentlemen,

Your's truly,

JOHN HOWARD & Co.

## ORDERS TO INSURE.

HARTFORD, July 2nd, 1837.

John Trust, Esq.,  
New York. }

Sir,

Please effect Insurance for our account, on thirty-three bales Broadcloths, \$4120,50, shipped per the Jane, Capt. Benson, from this port to New-Orleans, placing the amount of insurance to the Dr. of your

Humble servants,

HANKS, HARRIS &amp; Co.

## HAVING EFFECTED INSURANCE.

NEW-YORK, July 9th, 1837.

Messrs. Hanks, Harris & Co.,  
Hartford }

Gentlemen,

In obedience to your request of the 2nd, I have effected insurance with the Marine Insurance Company, for \$4120,50, on the cloth consigned per the Jane, Capt. Benson, Master, for New-Orleans—Premium and Policy amounting to \$80,00, which I have placed to your debit.

I am, sir,

Very respectfully your's,

JOHN TRUST.

NEW-YORK, July 12th, 1837.

Messrs. Hanks, Harris & Co.,  
Hartford }

Gentlemen,

It is with regret that I inform you of the total loss of Flour, per the Hero, Capt. Sans, from this port to Hartford. I am happy, however, that it was insured, as per your advice, and that the underwriters, with whom the insurance was effected, are honorable men, and have agreed to pay the above on the 30th inst., immediately after which you shall be in cash. Meantime, I am,

Gentlemen,

Your's very truly,

JOHN TRUST.

BARKHAMSTED, Sept. 1st., 1837.

Messrs. Hanks, Harris & Co.,  
Hartford. }*Gentlemen,*

It becomes my painful duty to inform you that our Company, in consequence of certain unfortunate engagements with several houses in New-York, find it out of their power to meet their engagements, and are obliged to suspend payments. You, being one of the creditors, will, with the others, be duly notified of a general meeting, when the balance-sheet will have been taken and submitted for examination.

In the mean time, we shall collect such facts as will convince all, that the embarrassments have arisen, not from mismanagement on our part, but from causes entirely beyond our control.

Your's, very respectfully,

SUPER SUPERFINE.

HARTFORD, July 6th., 1837

Martin Van Buren, Esq.,  
Washington. }*Sir,*

It gives us much pleasure in introducing to your acquaintance, the bearer, Samuel W. Chapin, of our place, who anticipates spending some months at Washington.

As Mr. Chapin is a particular friend of ours, we shall feel personally obliged for any marks of civility and attention which you may show him, assuring you at the same time that you will find him a gentleman and a scholar.

We remain, most truly, sir,

Your obedient servants,

BROWN & BROTHERS.



QUESTIONS AND ANSWERS  
ON  
FOREIGN AND INLAND BILLS.

What is a Bill?

A Bill is an obligation by which one party binds himself to pay a certain sum of money to another party, at some future period therein specified.

What is an Inland Bill?

An Inland Bill is one payable in the same country or state in which it is drawn, and may be in the shape of a Promissory Note or Draft; the former containing a promise and the latter an order.

What is an Inland Draft?

An Inland Draft is an order from a party called the Drawer, addressed to another party called the Drawee, both in the same country or state, requiring the latter to pay to his order, at a specified time, a certain amount in money or other property.

What is a Promissory Note?

A Promissory Note is a written promise from a party called the *maker*, to another party called the *payee*, or holder, to pay a certain sum of money or other property, to his order, within a specified time.

What are the requisites for a regular Bill?

In a regular Bill, the following four particulars are requisite—  
1st. The sum, place, and date; 2nd. The time of payment; 3rd. The person to whose order it is payable; 4th. The address and superscription.

How many persons may be concerned in an Inland Bill?

The Drawer, Drawee, Acceptor, Payee, Indorser, and Indorsee.

The Drawer is the party that makes the Draft.

The Drawee is the party on whom it is drawn.

Note.—Drafts which are made or indorsed in one of the states and payable in another state, are by the best authority now considered *Foreign Bills*. The laws which regulate bills are made by each state for itself.

Acceptor is the party on whom it is drawn, and by subscribing it, is bound to pay its value when due.

Payee is the party to whose order the Draft is made payable, and who must be the *first indorser*.

Indorser is the party who writes his name across the body of the Bill.

Indorsee is the holder or party to whom the Bill is last indorsed.

What is meant by Discounting a Bill?

Discounting a Bill means to procure cash for it before it is due; and a Bill is said to be discounted when it is indorsed to any person or Banking Company, that pay the holder the net *proceeds*; that is, the face of the note, less the interest, for the time it has to run before maturity.

What are the incidents to which Bills are subjected, after they are delivered by the Drawer?

Acceptance, Indorsement, Payment, and Protest.

What is an Indorsement?

A *general* Indorsement is when the holder's name only is written on the back, being in effect a promise to pay, should the acceptor or any of the previous indorsers become insolvent.

A *special* Indorsement is when the holder names the party to whose order he indorses it; and this form is preferable to a general Indorsement, in remitting bills, in point of security, because it prevents, as far as possible, fraud or forgery, as the person's name to whom it is indorsed, must be *forged* before it can pass.

When should a Bill be presented for payment?

It should be presented on the last day of grace, within Bank hours, that is, before 3 o'clock, P. M. and after 9 A. M.

What is meant by Days of Grace?

Days of Grace are a certain number of days after the time limited by the Bill, which the acceptor has a right to demand on payment of the same. These days were so called because they were *gratuitously* allowed; but now, by custom of the merchants, sanctioned by the decision of the courts of justice, they are demandable of right. The number of these days varies, according to the different custom of different nations, and must always be computed according to the laws and customs of the place where they become due. Three days are allowed, as a general thing, in the United-States.

If the last day happen on a Sunday, fast-day, or any holiday, the Bill becomes payable on the preceding day. Amsterdam has 6 days; Hamburg, 12; Paris, 10; Madrid, 14; Leghorn, 0; Naples, 3; Genoa, 30; Venice, 6; Lisbon, 6; London, 3; Dublin, 3; Gibraltar, 14; Vienna, 3; Copenhagen, 8; Dantzic, 10; Trieste, 3; Cadiz, 6; Petersburg, 10; Rotterdam, 6; Edinburgh, 3; Geneva, 5; Bremen, 8; Antwerp has 6 days grace.

What is a Foreign Bill?

A Foreign Bill is an order from a party in one country, addressed to another party in a different country, requiring him to pay a certain sum to his order, or to a third or fourth party, at a specified time.

What is meant by Protesting a Bill?

If a Foreign Bill is refused acceptance, when presented or refused payment when it becomes due, it must be Protested. For this purpose, it is necessary to cause a Notary Public to call on the party drawn upon in the former case, or at the place where it is made payable in the latter case, and demand acceptance or payment, (as the case may be,) by which he secures his right of recourse against the Drawers and Indorsers, jointly and severally, for payment, interest and damages.

What is meant by Noting a Bill?

The Notary's marking on the Bill the date of protesting, with his initials, which is legal evidence of protest.

What is the consequence of neglecting Protest?

A Bill neglected to be protested, loses its privileges, and becomes only a simple document, on which an action may be raised against the acceptor for the payment of the debt; but this is attended with many disadvantages.

How is the time of payment fixed on Bills drawn after sight?

The acceptor marks the date of *his acceptance* on the Bill, and the *term* is only computed from *it*, and not from the *date* of the *Bill*.

What is Usance or Double Usance?

Usance is the usual time at which Bills are drawn between different places, as one, two, or three months after sight; and Double or Treble Usance, means twice or thrice the time and half Usance is one half the time.

What is a proper negotiation of a Bill?

It consists in the diligent and due performance of the several duties which the law, and the practice of the country, require of the several parties.

What is the duty of the Drawer?

It is the duty of the Drawer to furnish the Payee with a good and unexceptionable Draft on a Drawee with whom he has sufficient credit, or funds in his hands; because in case of non-acceptance or non-payment, the Payee or holder can sue the Drawer for the amount of the Draft, and damages.

What is the duty of the Drawee?

The duty of the Drawee is to be punctual in returning any Bill transmitted to him for acceptance, by the *first post*, whether accepted or not; otherwise he is answerable for the sum of the Bill, unless he give due intimation of his non-acceptance.

What is the time allowed for acceptance of Bills drawn after sight?

The Drawee, in general, ought to accept in twenty-four hours, or to signify to the Payee or holder, that it will not be accepted. If it be a Bill drawn after *sight*, and which he means to accept, he is bound to date his acceptance on the day it was presented, or at all events, the day following. And he is bound to accept the Bill of the Drawer to the amount of funds belonging to the Drawer in his possession.

What is meant by accepting and paying *Supra-Protest*?

A *Supra-Protest*, or acceptance upon honor, is a collateral acceptance, by first allowing the Bill to be protested, and then for the honor of the Drawor or Indorser, immediately accept it, by which means, should the Acceptor not afterward be put in possession of funds, he will secure his right of recourse.

How is a *Supra-Protest* taken?

The Drawee must write on the Bill to this effect: "Accepted *Supra-Protest* in honor of A. B.," after which he should immediately send the Protest, and the information of the acceptance, to the party for whose honor it was accepted.

Why is it necessary that the Drawer should get early notice of non-acceptance?

To enable him to take the necessary steps for recovering any effects which he may have in the hands of the Drawee, as well as

to furnish the holder with another Bill, or providing for payment of the dishonored one by the time it falls due.

What is meant by a Bill being dishonored ?

Bills are dishonored when acceptance or payment is refused, by which a protest becomes necessary as soon as the Drawee refuses to accept or pay. When a Bill is dishonored for non-payment, it generally, at least, in the way of courtesy, returns successively in the way it advanced, until it reaches the Drawer; although the Holder may take any of the preceding Indorsers he chooses, holding them responsible for the sum of the Bill, for interest and expenses.

What are the consequences, should the Holder neglect to Protest it in due time, or to give intimation of non-acceptance or non-payment ?

Should the Holder either neglect to protest in due time, or to give intimation of non-acceptance or non-payment, he forfeits all claim against any of the Indorsers, because by this neglect of his duty he puts it out of their power to take legal steps for their relief, even though he can show from the failure of the Acceptor, or any other circumstance, that no loss, in point of fact, ensued from his neglect.

What time does the Law allow to give intimation ?

In ordinary cases, intimation of the dishonor of a Foreign Bill must be forwarded by the *first post* ; and if an Inland Bill, the same is required.

## FORMS OF BILLS.

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### DUE-BILL.

A Due-Bill is simply a pledge on the part of the giver, to pay to the givee so much cash or other property, at some future period, in consideration of an equivalent received. It is doubtful whether it is entitled to any interest, except it be written, "*with interest.*"

#### FORM I.

\$500,00.

Due, Hartford, March 15th, 1838, to John Trust, Five Hundred Dollars, value received.

SAMUEL RISK.

#### FORM II.

\$500,00.

Due, Hartford, March 15th, 1838, to John Trust, Five Hundred Dollars, to be paid in Goods from my store, value received.

SAMUEL RISK.

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## RECEIPT.

This merely certifies that the giver has received from the givee a certain amount of cash, or other property, on his own or on the account of a third person.

#### FORM I.

\$150,00.

Received, Hartford, March 15th, 1838, from Daniel Wadsworth, Esq., One Hundred and Fifty Dollars.

DAVID L. LONG.

#### FORM II.

Received, Hartford, March 15th, 1838, from David Sage, Three Hundred Bushels of Merchantable Corn, in full of all demands.

J. KING.

## FORM III.

\$300.00.

Received, Hartford, March 15th, 1838, from S. Tudor, on account of Thomas Brown, Three Hundred Dollars, in full of all demands against said Brown. Errors excepted.

H. THORNDIKE.

## PROMISSORY NOTE.

A Promissory Note is a written obligation of one party, to pay to another party, at some future period, a certain amount of cash, or other property, in consideration of an equivalent received, These Bills are generally transferable, at the option of the holder, and may pass through a dozen hands before payment.

## FORM I.

HARTFORD, March 15th, 1838.

\$1,000

One month from date, I promise to pay to the order of John Jacob Astor, at the Hartford Bank, One Thousand Dollars, value received.

SAMUEL PARKER.

The above form would be transferable, but the holder must lodge it in the Hartford Bank 33 days from date, or before, as the maker is not obligated to pay it elsewhere till after the given date.

## FORM II.

HARTFORD, March 15th, 1838.

\$1,000.

Sixty days from date, we severally and jointly promise to pay to the order of Daniel Wadsworth, One Thousand Dollars, value received.

SAMUEL W. CHAPIN.

CHAUNCEY HOWARD.

A Bill of this form will hold either of the signers responsible, and "in case of need," either, or both, may be sued for its payment.

## FORM III.

HARTFORD, March 15th, 1838.

\$500.00.

Ten days from date, I promise to pay J. J. Astor, Five Hundred Dollars, value received.

JOHN DOW.

Any legal steps taken in relation to this Bill, must be instituted in the name of the givee, though it may have had a number of owners, and still be in the possession of another person.

## DRAFTS.

A Draft is an order from one party, requesting another party to pay, at some definite time hereafter a certain amount of money, or other property.

### FORM I.

HARTFORD, March 15th, 1838.

\$500,00.

Thirty days from date, pay to my order Five Hundred Dollars, value received, and place the same to the debit of

SAUL H. PORTER.

To CALEB POND, Esq.,  
Hartford, Conn. }

The above Bill being presented for C. Pond's acceptance, he will write across the face of it, "Accepted;" obligating himself by the same token to pay the amount agreeable to terms prescribed. It having now become virtually a promissory note, it may be transferred like any negotiable paper, before maturity.

### FORM II.

HARTFORD, March 15th, 1838.

\$500,00

At sight, pay to the order of William H. Ledy, Five Hundred Dollars, value received, and place the same to the debit of

SAUL H. PORTER.

To CALEB POND, Esq.,  
Hartford, Conn. }

### FORM III.

HARTFORD, March 15th, 1838.

\$300,00.

Ten days from sight, pay to the order of Daniel Wadsworth, at the Hartford Bank, Three Hundred Dollars, value received, and place the same to the debit of

SAUL H. PORTER

To CALEB POND, Esq.,  
Hartford, Conn. }

This Draft, after acceptance and before maturity, must be lodged in the Hartford Bank for collection. The above would become due, including three days grace, 13 days from acceptance,



Should the *third form* fall due on Sunday, Thanksgiving, Fast-day, or any day of public rest, or a special holiday, payment would be lawfully exacted on the preceding day, and unless paid accordingly, it might be protested.

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## BILLS OF EXCHANGE.

Bills of Exchange are the channel through which many merchants meet their liabilities to others, and through which most debts are canceled between individuals of different nations. These Bills are styled Inland, if confined to parties of the same country, and Foreign, if they pass from one nation to another; both, however, being entitled to nearly the same privileges.

The great safety and convenience which Bills of Exchange proffer to individuals going from one country to another, and in canceling debts between A. and B. of different nations, have rendered them very common and almost indispensable.

For instance—B., of London, owes A., of Hartford, \$1,000. C., who is going to London, and is in want of \$1000 on his arrival there, buys a set of Exchange or Draft of A. on B., which enables B. to cancel the debt with the least possible trouble, and also puts C. in funds when he arrives, without the risk and trouble of transporting specie. Three days grace are allowed on these Bills in England and the United-States, as on promissory Notes, and indeed, what is true of Drafts, as such, is substantially true in relation to Bills of Exchange.

These Bills are sold by Banking Companies and Brokers, principally, both on their own account and for individuals, who, having debts abroad, deposite Drafts with the Brokers, to sell, on which a premium of from 2 to 12 per cent. is paid.

A set of Exchange is from 2 to 6 copies of the same Bill, being fac-similes of each other, except the clauses, (2nd. and 3rd. unpaid,) (1st. and 3rd. unpaid,) (1st. and 2nd. unpaid,) &c., which phrases, one having been paid, render the remaining copies null and void. Each of these copies are sent out by different vessels, to prevent delay in payment, should the first be lost.

## FORM.

HARTFORD, Feb. 10th, 1838.

Exchange for £1,000.

At sight of this my first of exchange, (second and third unpaid,) pay to the order of Dubois & Long, One Thousand Pounds, Sterling, value received, and place the same to the debit of  
D. W. CLARKE.

To J. Lord & Co.,  
London, }

HARTFORD, Feb. 10th, 1838.

Exchange for £1,000.

At sight of this my second of exchange, (first and third unpaid,) pay to the order of Dubois & Long, One Thousand Pounds, Sterling, value received, and place the same to the debit of  
D. W. CLARKE.

To J. Lord & Co.,  
London, }

HARTFORD, Feb. 10th, 1838.

Exchange for £1,000.

At the sight of this my third of exchange, (first and second unpaid,) pay to the order of Dubois & Long, One Thousand Pounds, Sterling, value received, and place the same to the debit of  
D. W. CLARKE.

To J. Lord & Co.,  
London, }

Accepted, April 20th, 1838.

J. LORD &amp; Co.

The phrase, "as per advice," and "in case of need," "A. B.," &c. The former expression implying that the drawer had previously advised the drawee, per letter; and the latter phrase is sometimes inserted where there is some fear that the Bill will not be accepted by the drawee, in order that the holder may present it (in case of refusal by the drawee) to A.; and if he does not honor it, to present to B., &c. This arrangement may supersede the necessity of returning the Bill to the maker, and save the maker the mortification of having his Bill dishonored.

## DAMAGES ON PROTESTED BILLS.

When Bills of Exchange or Drafts are protested for non-acceptance or non-payment, the State in which the Bill was drawn or negotiated determines the damages which shall be paid on such Bill. The damages in several of the States are as follows:—

The damages on Bills drawn or negotiated in Massachusetts, payable in any place beyond Cape of Good-Hope and protested

for non-acceptance or non-payment, are 20 per cent., with interest, and so much money as will buy a good Bill on the place where the first was payable; if such Bills are payable in any other place out of the United-States, the maker or indorser shall pay the amount of the Bill, on demand, at the then current rate of exchange, with 5 per cent. damages and interest on the contents, from the time of protest, which shall be in full, for all damages, charges, and protest.

The damages on such Bills, payable in any of the New-England States, or New-York State, are 3 per cent.; if payable in Virginia, New-Jersey, Pennsylvania, Delaware, Maryland, or the District of Columbia, damages are 5 per cent.; if payable in North-Carolina, South-Carolina or Georgia, damages are 6 per cent.; if payable in any other place in the United-States, the damages are 9 per cent.; if \$100, or more, and payable in the same state, and more than 75 miles from where it was drawn, damages are 1 per cent. The holder is, in all cases where the Bill is payable in the United-States, entitled to so much money as will buy a good Bill, interest, charges, and the fore-mentioned damages.

The damages on Bills drawn in Connecticut, and payable in other States or places, which shall be returned, under protest, shall be as follows. If payable to any person in New-York city, 2 per cent. on the specified sum; if to any person in Vermont, New-Hampshire, Maine, Massachusetts, Rhode-Island, New-York, (except the city,) New-Jersey, Delaware, Pennsylvania, Maryland, Virginia, or the District of Columbia, the damages are 3 per cent. upon the principal sum; if payable to any person in North-Carolina, South-Carolina, Ohio, or Georgia, 5 per cent. on such principal sum; if to any person in any other State or Territory, or District in the United-States, 8 per cent. on such principal sum. These named damages shall be in lieu of interest and charges till the time notice is given the maker or indorsers of protest. In all cases the holder is entitled to a new Bill, or so much money as will buy one at the then current rate of exchanges.

The damages on Bills drawn, or negotiated in New-York, payable in any of the New-England States, New-Jersey, Pennsylvania, Ohio, Delaware, Maryland, Virginia, or the District of Columbia, and returned under protest, are 3 per cent.; if payable in North

Carolina, South-Carolina, Georgia, Kentucky, or Tennessee, and returned under protest, the damages are 5 per cent. ; if payable in Europe, or any State or Territory in the United-States, north of the Equator or West-Indies, or any other place in the Western or Atlantic Ocean, and returned protested, the damages are 10 per cent. Such damages shall be in lieu of interest, charges, &c., till the time when demand shall be made, after which demand interest shall be allowed on the principal sum, and charges. The holder is entitled in addition to such damages, to a new Bill, or money to buy such Bill at the current rate of exchange between the two places.

The damages on Bills drawn or negotiated in Pennsylvania, payable out of the State, but in the United-States, (Louisiana excepted,) and returned under protest, are 5 per cent. ; when payable in Louisiana or any other place (out of the United-States,) in North-America or its Islands, except the North-West Coast of America, Mexico, or in any of the West-Indian Islands, or Bahama Islands and returned under protest, the damages are 10 per cent. ; when payable in Madeira, the Canaries, Azores, Cape-de-Verd Islands, Spanish Main, or Mexico, and returned protested, the damages are 15 per cent. ; when payable in Europe, or its Islands, and returned under protest, the damages are 20 per cent., and in any other part of the world 25 per cent. Interest is given on the amount of the Bill ; damages and charges are allowed from the time of notice of protest ; and the amount of the Bill, and damages are to be determined by the rate of exchange at the time of notice.

The damages on Bills drawn or negotiated in Louisiana, payable out of the jurisdiction of the United-States, and returned under protest are 10 per cent. ; if payable in any other State in the United-States, and protested, the damages are 5 per cent. upon the sum specified in the Bill. Such damages are in lieu of interest, charges, and protest, till notice is given of protest. Also so much money as will buy another good Bill on the same place.

The damages on *Foreign Bills*, drawn in Illinois and protested for non-payment or non-acceptance, are 10 per cent., and on *Inland Bills* the damages on protest are 5 per cent. ; with incidental charges, interest from the time they should have been paid, and the principal sum of the Bill to be settled at the current rate of exchange.

## BILL OF LADING.

Shipped, in good order, and well-conditioned, by *Hicks, Lawrence & Co.*, on board the ship, called the *North American*, whereof *John Smith* is Master, for the present voyage, now lying in the port of *Hartford*, and bound for New-Orleans. To say,

No. 1, 2, 3,  
D. Bond,  
New-Orleans.

*Three boxes, containing books*, being marked and numbered as in the margin, and are to be delivered in the like good order, and well-conditioned, at the aforesaid port of *New-Orleans*, (the danger of the seas only excepted,) unto *D. Bond*, or to his assigns, he or they paying freight for the said goods, with prime and average accustomed.

In witness whereof, the Master of the said vessel hath affirmed to three bills, of lading, all of this tenor and date; one of which being accomplished, the others to stand void.

Dated, at Hartford, Conn.,  
July 31st., 1838.

JOHN SMITH.

## COMMON PROTEST

## OF A FOREIGN BILL.

On this 2nd. day of March, in the year 1838, at the request of *D. Bond*, of the city of New-York, merchant, and bearer of the original Bill of Exchange, whereof a true copy is on the other side written, I, *D. Brown* of the said city, Notary-Public, duly admitted and sworn, went to the store of *D. Brand*, on whom said Bill is drawn, and there speaking with a clerk in the accounting house, I produced and exhibited to him the said original Bill of Exchange, and demanded acceptance thereof, to which he answered—That he knew nothing about its acceptance, and which answer not being satisfactory, I, the said Notary, at the request aforesaid, have Protested, and by these presents do solemnly Protest, as well against the drawer of the said Bill of Exchange, as against all others whom it doth or may concern, for exchanges,

re-exchanges, damages, costs & charges, and interests, suffered or to be suffered for want of acceptance of said Bill of Exchange.

This done in the presence of R. Doe and J. Doe, witnesses hereunto required.

D. BROWN.

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### ACT OF HONOR.

Afterward, on the same day, month, and year, before me, said Notary, and witnesses, personally came and appeared, Mr. L. May, of this city, merchant, who declared he was ready, and would accept the said Bill of Exchange, now under Protest, for the honor and on account of D. Brand, the drawer, holding him, the said drawer thereof, and all others concerned, always obligated to him, the said appearer, for reimbursement in due form of law.

D. BROWN.

*From a Merchant to two of his Clerks, to transact and manage commercial concerns.*

I herein appoint my two clerks, D. Bond and D. Brown, of the city of New-Orleans, to be my lawful attorneys, jointly, for me, and in my name, to transact and manage all business; also, to open all letters of correspondence, to sign and answer the same, and to draw, accept, and pay all Bills of Exchange or other Promissory Notes; all monies to receive and acquittances to give for the same; also to draw and sign all orders and drafts for payment of money, on bankers, or other persons, where I, the said C. Doe, shall keep cash; and further also, to settle, balance, and arrange all books and accounts, and generally to do every act, matter and thing, as the nature of the business of me, the said C. Doe, may require.

I do hereby ratify, &c.

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### A GENERAL RELEASE.

KNOW ALL MEN BY THESE PRESENTS, That I, D. Bond, of Hartford, for, and in consideration of the sum of \$5,000, paid to

me by D. Brown, of Hartford, have remised, released, and forever discharged, and by these presents, do, for me, my heirs, executors, and administrators, remise, release, and forever discharge said D. Brown, his heirs, executors, and administrators, of and from all manner of action, and cause of action, suits or debts against said D. Brown, which I ever had, or now have, from the beginning of the world, to the day of the date of these presents.

In witness, &c.

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### GENERAL POWER OF ATTORNEY.

KNOW ALL MEN BY THESE PRESENTS, That I, D. Bond, of Hartford, do hereby ordain, constitute, and appoint D. Brown, of Hartford, my true and lawful attorney for me, and in my name to demand, sue for, recover, and receive all sums of money and debts due me, and all claims and demands against all persons whatever, and to give sufficient acquittances therefor, and to adjust, settle, or compound all debts, or demands, and to institute proper suits for the recovery thereof, and the same to pursue to final judgment and execution; and I hereby ratify and confirm what my said attorney shall lawfully do in the premises.

In witness whereof, I have hereunto set my hand and seal, this 9th, day of March, in the year of our Lord, 1838.

D. BOND.

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### LEASE.

KNOW ALL MEN BY THESE PRESENTS, That I, W. H. I., of H., in the State of Connecticut, have demised and leased to A. H., of said town and State, a room in the Union-Buildings, for a store, for the term of two years from the first day of April, 1838, for the yearly rent of \$500, payable in yearly payments.

To HAVE AND TO HOLD the same for the term of two years from the first day of April, 1838, and to return the same in the condition in which it was received, the usual wear and tear of the premises only excepted; the lessor reserving to himself the right of re-entry on the premises aforesaid, provided said A. H. shall

fail to pay the yearly rent within fifteen days after the same shall have become due. Said A. H. further agrees that he will admit no other person into said room, except with the consent of the lessor.

Dated at Hartford, this first day of April, 1838.

W. H. I.

The lessor and the lessee should each hold a similar copy of a lease. The copy which the lessor holds should have the signature of the lessee, and vice versa.

## BILL OF SALE OF PERSONAL CHATTELS.

KNOW ALL MEN BY THESE PRESENTS, That I, D. Brown, of Hartford, for the consideration of \$700, received to my full satisfaction, of D. Bond, of Hackney, do bargain, sell, and convey to the said D. Bond, the several articles of furniture and property, contained in the schedule hereunto annexed.

1 dozen chairs.

1 sofa.

1 black horse and 4 cows, being all that I have.

TO HAVE AND TO HOLD the said goods, &c. unto him, the said D. Bond, forever, without any claim or demand from any person under me. And I, the said D. Brown, do for myself, my executors and administrators, covenant and agree with the said D. Bond, to warrant and defend to him the said goods, &c. against all persons whatever, and which goods I have delivered the possession to the said D. Bond.

In witness whereof, &c.

[To avoid the claim of creditors, there must be actual delivery of possession of personal property, by the vender to the vendee.]

## FORM OF A BOND.

KNOW ALL MEN BY THESE PRESENTS, That I, D. Bond, of the city of Hartford, and State of Connecticut, am holden and firmly bound to D. Brown, of the aforesaid City and State, in the sum of \$3,000, to be paid to said D. Brown, or his certain attorney, executors, administrators or assigns; for which payment



well and truly made, I bind myself, my heirs, executors and administrators, firmly by these presents.

Signed, in the city of Hartford, Connecticut, March 4th, 1838, with my hand, and sealed with my seal.

D. BOND.

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### MORTGAGE OF PERSONAL PROPERTY.

KNOW ALL MEN BY THESE PRESENTS, That I, D. Bond, of the town of Hartford, in the State of Connecticut, for, and in consideration of the sum of \$8000, lawful money of the United-States, to me in hand well and truly paid, by D. Brown of New-Haven, in the State of Connecticut, the receipt whereof I do hereby acknowledge, have granted, bargained, and sold, and by these presents do grant, bargain, and sell, unto said D. Brown, all he goods and chattels mentioned in the schedule here under-written.

TO HAVE AND TO HOLD, all, and singular, the said goods and chattels, unto the said D. Brown, his executors, administrators, and assigns, forever. And I, the said D. Bond, for myself, &c., do covenant with the said D. Brown, &c., that I have a full right to sell and convey the said goods and chattels to the said D. Brown, and that I will warrant and defend the same, and every part thereof, against the legal claims of all persons whomsoever. Provided, nevertheless, that if I, the said D. Bond, my executors, administrators, or assigns, or any of them, do, and shall well and truly pay, or cause to be paid, unto the said D. Brown, the full sum of \$8,000, of lawful money of the United-States, with lawful interest for the same, on, or before the 16th of January, 1839, then these presents shall be null and void; otherwise, to remain in full force and effect.

In witness whereof, &c.

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### A COMMON INDENTURE.

THIS INDENTURE WITNESSETH, That I, John D. Bond, of Hartford, do put myself apprentice to John Miller, to learn his art, and with him (after the manner of an apprentice) to serve

from the twentieth of May, in the year eighteen hundred and thirty-eight, unto the full end and term of seven years from thence next following, to be fully complete and ended: during which term the said apprentice his said master faithfully shall serve, his secrets keep, his lawful commands every where gladly do. He shall do no damage to his said master, nor see it be done by others, but that he to his power shall prevent or forthwith give warning to his said master of the same. He shall not waste his goods, nor lend to any his master's goods unlawfully. He shall not play at cards, dice, tables, or any other unlawful games, whereby his said master may have any loss. He shall not haunt taverns or play-houses, nor absent himself from his master's service, day nor night, unlawfully. But in all things, as a faithful apprentice, he shall behave himself towards his master and his, during the said term. And the said John Miller, his said apprentice in the same art of printing, which he useth, by the best means that he can, shall teach or instruct, or cause to be taught or instructed; finding unto his said apprentice sufficient meat, drink, clothing, lodging, and all other necessaries, during the said term. And to the true performance of all and each of the said covenants and agreements, either of the said parties bindeth himself unto the other by these presents.

IN WITNESS WHEREOF, The parties aforesaid have herunto set their hands and seals, the sixth day of May, one thousand eight hundred and thirty-eight.

JOHN D. BOND.  
JOHN MILLER.

In the presence of } SAMUEL JONES.  
                                  } PAUL JONES.

I consent to the covenant of my son with John Miller, as above.

LEMUEL BOND.

## PART II.



# BOOK-KEEPING

BY

DOUBLE-ENTRY.

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In Single-Entry, each sum is posted only *once* in the Ledger but in Double-Entry, each sum is posted *twice*; that is, at two or more accounts. Hence, Double-Entry. In a large and complicated business, the latter method is the only one that can be adopted with safety. More writing is required in Double-Entry, and, in some cases, more Books. Generally, the Books used are the Waste, or Day-Book, Journal, Ledger, Cash-Book, Bill-Book, Invoice-Book, Account-Current-Book, and Letter-Book, the forms and designs of which are given in the first part of this work.

Some writers on the science of accounts have evidently given themselves much trouble in attempting to classify accounts under distinct heads; others would abridge the process of posting, &c. By such attempts, the principles of equilibrium, as connected with Book-keeping have been foolishly mystified; and consequently many young men who have begun the study of Book-keeping, have been baffled, discouraged, and have abandoned their purposes.

One writer recommends, in posting, to leave out the prepositions "To" and "By;" another the interlining of the Ledger, posting only the *date* and the *sum*, and another the *interlining* and *date* also.

If such advice were designed for those already in the business of keeping accounts, they could better judge of the expediency of following it, but when elementary books are written on that plan, the evil may be great.

It is difficult to write on the subject of accounts, without using the technical language of Book-keeping. In a given case, Merchandise is made Dr. "To Cash;" and although we know there

is no obligation resting between the two accounts themselves, we make use of this language because it more readily conveys to the mind of the learner the principles involved. We *consider* the accounts of Stock, Merchandise, Real-Estate, &c., responsible for the money, goods, &c. which have been disposed of, on their account. When I pay John Olmsted money on account, I make his account, in the Ledger, Dr. "To Cash;" so if I pay cash for real-estate, I make Real-Estate Dr. "To Cash;" or if I pay cash for merchandise, I make the Merchandise-Account Dr. "To Cash." The same is true of Insurance, Commission, Shipping, Shipments, &c.

When John Olmsted pays me cash on account, I credit the account of John Olmsted, "By Cash;" so when Merchandise produces me cash, on sales, I credit the Merchandise-Account "By Cash." If my Ships, Shipments, Real-Estate, &c., produce me money, notes, merchandise, either for freight, sale, or returns, I credit the said account, "By Cash" or "Bills Receivable," as the case may be. Thus we *nominally* make one account Dr. to another, and Cr. one by another.

If I give John King, an order on John Olmsted & Co., for \$10 worth of goods, I should make King's account in my Ledger, Dr. "To John Olmsted & Co.," and make John Olmsted & Co.'s account, Cr. "By John King."

Again, if I sell a person goods and take in payment his note, I make the Bills Receivable-Account, in the Ledger, Dr. "To Merchandise;" and make the Merchandise-Account, Cr. "By Bills Receivable." Therefore, it will be seen that we treat all the accounts in the Ledger and in journalizing, *mainly* as Personal Accounts, making each *nominally* accountable for what it receives, and crediting it for what it produces, that is, for what I receive under that head. I would say, "Mr. Merchandise, I shall Dr. you to the cash I have paid for you," (when I have bought merchandise for cash,) "and I will Cr. you for the cash you have paid me," (when I have sold merchandise for cash.) Thus I would say to Mr. Jones, Mr. Insurance, Mr. Bills Payable, &c.

NOTE.—The examples given on the several following pages may be written out and journalized on slate, black-board, or blankbook, in a form similar to those on Pay-Book and Journal, Set 1st, Double-Entry. This course may be pursued by the teacher, till the nature of the transactions are fully comprehended and the pupil can record them with facility and correctness.

If, in beginning business, or at the time of opening the accounts in the Ledger, John Jones owes me \$300, on account, I make his account Dr. to 300, and the Stock-account Cr. By \$300.

If I owe John James \$600, on account, at the same time, I make his account Cr. By \$600, and make the Stock-account Dr. To \$600; so if I have Cash \$3,000, I make in like manner, the Cash-account Dr. \$3,000 and Stock Cr.; and the same with Merchandise, Bills Receivable, &c.

## ON THE CASH BOOK,

Enter the *Cash* in hand at opening the Book, and every sum you afterward *receive*, on the Dr. or left hand page, beginning each entry with the preposition "*To*;" and on the Cr. or right hand page, every sum you *pay*, with the preposition "*By*." The difference of the two sides is placed on the smaller side, "*By Balance*," monthly; and that Balance is carried to the Dr. side, "*To Balance*," showing how much money you have to commence the next month with. See Cash-Book, Set 3rd.

The Day-Book is sometimes kept in the narrative style, (which is almost indispensable in teaching) and sometimes in the Journal form of Dr. and Cr., and on it are recorded all the transactions which are not more properly entered on the subsidiary Books. This Book first gives a statement of the Merchant's affairs at the opening of the Books, defining the items of property which he commenced business with, and also whatever he may owe at that time—as,

1. If I begin business with Cash \$3,000, Merchandise worth \$6,000; James Brown owing me \$2,000, Notes against individuals \$2,000, and Real-Estate worth \$5,000, I would make a statement as follows, viz:

Cash, . . .	Dr. \$3,000	} Stock is Cr. \$18,000.
Merchandise, .	Dr. 6,000	
James Brown, .	Dr. 2,000	
Bills Receivable, Dr.	2,000	
Real-Estate, .	Dr. 5,000	

2. If I owe at the same time \$1,000 to John King, and \$2,000 on Notes, the statement is as follows:

Stock is	Dr. \$3 000	{ John King is Cr. \$1,000
		{ Bills Payable is Cr. 2,000

The above statement having been made, the following examples may be regarded as uniformly true in the process of business. In case the Day-Book is kept in the Journal form, the following will show the method in which the entries are made, wanting the date and some explanatory remarks.

3. When I buy Merchandise on my note for \$1,000  
Merchandise is Dr., and Bills Payable are Cr. . . . \$1,000

4. When I buy Merchandise for Cash, \$2,000  
Merchandise is Dr., and Cash is Cr. . . . . 2,000

5. When I buy Merchandise on trust, \$3,000  
Merchandise is Dr., and the Person who trusted me is Cr. 3,000

6. When I sell Merchandise for a note, \$1,000  
Bills Receivable are Dr., and Merchandise is Cr. . . . 1,000

7. When I sell Merchandise for Cash, \$8,000  
Cash is Dr., and Merchandise is Cr. . . . . 8,000

8. When I sell Merchandise on trust, \$3,000  
The person trusted, is Dr., and Merchandise is Cr. . . 3,000

9. When Mdse. is shipped on adventure, \$2,000  
Adventure (place named,) is Dr., and Mdse. is Cr. . . 2,000

10. When I give W. B. Bond my note for his,  
(or exchange notes,) for \$400  
Bills Receivable are Dr., and Bills Payable are Cr. . . . 400

11. When I get my own note discounted at the Bank  
or elsewhere, and allow a discount of \$20, the  
whole amount of the note being \$2,000  
Cash is Dr., and Bills Payable are Cr. . . . . 1,980  
And Profit and Loss is Dr., and Bills Payable are Cr. . . 20

12. When I give my note for Insurance, \$50  
Insurance is Dr., and Bills Payable are Cr. . . . . 50

13. When I give my note for Real-Estate, 2,000  
Real-Estate is Dr., and Bills Payable are Cr. . . . . 2,000

14. When I give Cash to repair our church, \$400  
Private account is Dr. and Cash is Cr. . . . . 400



15. When John Brown becomes insolvent, owing me \$1,000, and I agree to take \$50 on the \$100, he giving me the balance in Cash,  
Cash is Dr., and John Brown is Cr. . . . . \$500  
And Profit and Loss are Dr., and John Brown is Cr. . . . . 500
16. When John King, consigns goods to me, to sell, and I pay for Custom-House duties, my note, \$100, and charges in cash, \$50,  
King's Consignment is Dr.,\* and Bills Payable are Cr. . . . . 100  
And King's Consignment is Dr., and Cash is Cr. . . . . 50
17. When I purchase ship Mary, for Cash, \$8,000,  
Ship Mary is Dr., and Cash is Cr. . . . . 8,000
18. When I expend money for clothing or family stores, \$100  
Private Account is Dr., and Cash is Cr. . . . . 100
19. When I give my note on ac't. to J. Brown, \$1,000,  
John Brown is Dr., and Bills Payable are Cr. . . . . 1,000
20. When I redeem my note for cash, \$2,000,  
Bills Payable are Dr., and Cash is Cr. . . . . 2,000
21. When I receive J. Corning's note on ac't. \$2,000,  
Bills Receivable are Dr., and John Corning is Cr. . . . . 2,000
22. When I receive pay't. for that note, in Cash, \$2,000,  
Cash is Dr., and Bills Receivable are Cr. . . . . 2,000
23. When I *allow* John Brown discount, \$20  
Profit and Loss is Dr., and John Brown is Cr. . . . . 20
24. When I give the Bank John Brown's note, \$1,000, and receive cash, \$990, and allow discount, \$10,  
Interest is Dr., and Bills Receivable are Cr. . . . . 10  
And Cash is Dr., and Bills Receivable are Cr. . . . . 990

\* When there are several Drs. and Crs. in the same transaction, say, "Send me Dr. to Sundries."

When, in the same transaction, there is one account debited, and more than one credited, the account is made Dr. "To Sundries," without specifying the accounts credited; and vice versa, when there are more than one Dr. and but one Cr.

In all the cases, where the preposition "To" comes before Cash, Merchandise, Bills Payable and Receivable, or any account; that account is credited "By the account" which is debited.

25. When I pay John Brown cash on account, \$400,  
John Brown is Dr., and Cash is Cr., . . . . . \$400
26. When John Brown pays me cash on account, \$300,  
Cash is Dr., and John Brown is Cr., . . . . . 300
27. When S. Bond draws on me, on time, and I  
accept his Draft, \$1,000,  
S. Bond is Dr., and Bills Payable are Cr., . . . . . 1,000
28. When I draw on Samuel Tudor, and he accepts  
my Draft, \$700,  
Bills Receivable are Dr., and Samuel Tudor is Cr., . . . 700
29. When I deposit Cash in the Exchange Bank, \$800,  
Exchange Bank is Dr., and Cash is Cr., . . . . . 800
30. When I draw money from the Exchange  
Bank, \$600,  
Cash is Dr., and Exchange Bank is Cr. . . . . 600
31. When I give the Hartford Bank a note for col-  
lection, \$1,000  
Hartford Bank is Dr., and Bills Receivable are Cr. . . 1,000
32. When I send James Humphrey, New-York, a note  
for collection, \$400,  
James Humphrey is Dr., and Bills Receivable are Cr. . 400
33. When he sends me in return a check on the  
Hartford Bank, \$400,  
Cash is Dr., and James Humphrey is Cr. . . . . 400
34. When I sell D. W. Clarke a Set of Exchange on  
J. Brown, for Cash, \$800,  
Cash is Dr., and J. Brown is Cr. . . . . 800
35. When I lose any amount of money, say, \$5,  
Profit and Loss is Dr., and Cash is Cr. . . . . 5
36. When I give my note to redeem one previously  
given, \$100  
Bills Payable are Dr., and Bills Payable are Cr. . . 100

37. When you indorse J. Brown's note to D. Bond, and take Bond's, in return for \$600,  
Bills Receivable are Dr., and Bills Receivable are Cr. . \$600
38. If you take up your note of \$2,000, and give cash for \$1,000, and merchandise \$1,000,  
Bills Payable would be Dr. \$2,000, and Cash Cr. . . 1,000  
and Merchandise Cr. . . . . 1,000
39. If you buy goods for \$2,000, and pay \$1,000 in cash, and give your note for \$1,000,  
Merchandise would be Dr. \$2,000, and Cash would be Cr. 1,000  
and Bills Payable Cr. . . . . 1,000
40. When you buy the ship Ocean for \$8,000, and pay \$3,000 in cash, and the balance \$5,000 in real-estate,  
Ship Ocean would be Dr. \$8,000, and Cash would be made Cr. . . . . 3,000  
and Real-Estate be made Cr. . . . . 5,000
41. If you buy Hartford Bank-Stock for \$30,000, and pay in cash,  
Hartford Bank-Stock would be Dr. \$30,000, and Cash would be Cr. . . . . 30,000
42. If you lose property by fire, worth \$8,000,  
Profit and Loss is Dr. \$8,000, and Merchandise is Cr. 8,000
43. If you buy of Wm. H. Imlay, Merchandise for \$3,000 and give him in payment a Draft on Wm. Hungerford, at 30 days,  
Merchandise is made Dr. \$3,000, and Wm. Hungerford is made Cr. . . . . 3,000
44. If Buck & Co. draw on you *at sight* a Bill of Exchange \$3,000,  
Buck & Co. are Dr. \$3,000, and Cash is Cr. . . . 3,000
45. If Brown and Brothers, London, owe you \$500, and remit to you a Bill of Exchange for the same on R. Watkinson & Co.,

Bills Receivable would be Dr. \$500, and Brown and Brothers, Cr. . . . . \$500

46. When you sell goods belonging to Company A, \$300, and receive in payment Cash,  
Cash is made Dr. \$300, and Company A, is made Cr. . 300

47. If you sell a Bill of Exchange for \$800, on Brown and Brothers, at 2 per cent. premium, and receive Cash,  
Cash would be made Dr. \$816, and Brown and Brothers would be Cr. . . . . 800  
And Profit and Loss Cr. . . . . 16

[The foregoing suppositions may be given out for lessons, and the teacher may ask for the Journal-Entry of each separately.]

#### TO THE STUDENT.

In what cases is Cash made Dr., and in what Cr.?  
In what cases is Merchandise made Dr., and in what Cr.?  
In what cases are Bills Receivable made Dr., and in what Cr.?  
In what cases is a Person's account made Dr., and in what Cr.?  
In what cases are Bills Payable made Dr., and in what Cr.?  
In what cases is Profit and Loss made Dr., and in what Cr.?

Also, of Private-Account, Interest, Stock, Real-Estate, Charges Adventures, Ships, Sales, and Consignments?

#### GENERAL RULE FOR JOURNALIZING.

"The thing received is made Dr., and the thing parted with is made Cr."

OR,

"The person who trusts you is made Cr., and the person whom you trust is made Dr."

# THE NATURE AND DESIGN

## OF THE

### LEDGER-ACCOUNTS EXPLAINED.

<b>1</b>	<b>Dr.</b>	<b>Stock.</b>	<b>Cr.</b>				
<p>Stock is used instead of the merchant's name, and simply shows the condition of his affairs on commencing business, or beginning the year.</p>							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 25%; border-right: 1px solid black; padding: 5px; vertical-align: top;"> <i>Date.</i>   On this, Dr. side, is entered the amount of the merchant's debts on opening his books. </td> <td style="width: 10%; border-right: 1px solid black; padding: 5px; vertical-align: top;"> <i>Journal page.</i>   <i>Dollar col'd.</i>   <i>Cent col'n.</i> </td> <td style="width: 25%; border-right: 1px solid black; padding: 5px; vertical-align: top;"> <i>Date.</i>   On this, Cr. side, is entered the value of the merchant's capital on opening his books. </td> <td style="width: 10%; padding: 5px; vertical-align: top;"> <i>Journal page.</i>   <i>Dollar col'd.</i>   <i>Cent col'n.</i> </td> </tr> </table> <p>Each side of this account remains with no increase or decrease, till the books are balanced, as a general rule. The difference of the Dr. and Cr. goes to the Balance-Account.</p>				<i>Date.</i>  On this, Dr. side, is entered the amount of the merchant's debts on opening his books.	<i>Journal page.</i>  <i>Dollar col'd.</i>  <i>Cent col'n.</i>	<i>Date.</i>  On this, Cr. side, is entered the value of the merchant's capital on opening his books.	<i>Journal page.</i>  <i>Dollar col'd.</i>  <i>Cent col'n.</i>
<i>Date.</i>  On this, Dr. side, is entered the amount of the merchant's debts on opening his books.	<i>Journal page.</i>  <i>Dollar col'd.</i>  <i>Cent col'n.</i>	<i>Date.</i>  On this, Cr. side, is entered the value of the merchant's capital on opening his books.	<i>Journal page.</i>  <i>Dollar col'd.</i>  <i>Cent col'n.</i>				
<b>2</b>	<b>Dr.</b>	<b>PRIVATE-ACCOUNT.</b>	<b>Cr.</b>				
<p>This account should show the merchant's private expenses, such as expenses for family stores, clothing &amp;c., which are not a loss on his business, and therefore should not be carried to the Profit and Loss-account.</p>							
<p>All sums paid for private expenses are placed on the Dr. side of this account, and the amount of them transferred to the Dr. side of the Balance-account, To Private-Account.</p>							
<b>3</b>	<b>Dr.</b>	<b>MERCHANDISE.</b>	<b>Cr.</b>				
<p>This account shows how much has been paid, and how much received for Merchandise.</p>							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-right: 1px solid black; padding: 5px; vertical-align: top;"> The value of the Merchandise on opening the books, and all sums paid out for Merchandise, are entered on this side of the account. </td> <td style="width: 50%; padding: 5px; vertical-align: top;"> All amounts received for Merchandise, and the value of what remains unsold when the books are balanced, are entered on this side of the account. </td> </tr> </table>				The value of the Merchandise on opening the books, and all sums paid out for Merchandise, are entered on this side of the account.	All amounts received for Merchandise, and the value of what remains unsold when the books are balanced, are entered on this side of the account.		
The value of the Merchandise on opening the books, and all sums paid out for Merchandise, are entered on this side of the account.	All amounts received for Merchandise, and the value of what remains unsold when the books are balanced, are entered on this side of the account.						
<p>The debit side showing the expense, and the credit side the proceeds, the difference of the Dr. and Cr. is, of course, the gain or loss on Merchandise, and is entered accordingly to the Profit and Loss-account.</p>							
<p>If an account is opened with my branch of Merchandise, and none of it sold, the amount unsold must be valued, and the worth placed on the credit side, having already its cost on the debit side; the same if part is unsold.</p>							
<p>What is the design of the Stock-Account, and Merchandise-Account?  What is posted to the Dr. side of Stock, and what to the Cr.?  What is posted to the Dr. side of Merchandise, and what to the Cr.?  What is the design of Private-Account, and what is posted to the Dr. side of it? And where is the amount of it transferred? Does this account appear on a partnership ledger?</p>							

<b>4</b>	<b>Dr.                      INSURANCE.                      Cr.</b>	
This account shows how much is paid out, and how much is received for Insurance.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">On this side, all sums which you pay or allow for Insurance, are entered.</div> <div style="width: 45%;">On this side are entered all sums received for Insurance.</div> </div> <p style="text-align: center;">The difference of the Dr. and Cr. goes to Profit and Loss.</p>		
<b>5</b>	<b>Dr.                      INTEREST.                      Cr.</b>	
This account shows how much is paid and received for Interest.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">On this side enter all sums which you pay or allow for Discount or Interest.</div> <div style="width: 45%;">On this side enter all sums paid or allowed to you for Discount or Interest.</div> </div> <p style="text-align: center;">The difference of the Dr. and Cr. goes to Profit and Loss.</p>		
<b>6</b>	<b>Dr.                      COMMISSION.                      Cr.</b>	
This account shows how much is paid and received for Commission.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">On this side there is seldom any entry made.</div> <div style="width: 45%;">On this side are entered all sums which are received for commission.</div> </div> <p style="text-align: center;">The difference of the Dr. and Cr. goes to Profit and Loss.</p>		
<b>7</b>	<b>Dr.                      CHARGES.                      Cr.</b>	
This account shows how much is paid and received for Charges.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;">On this side are entered all sums paid for clerk-hire, ware-rent, and petty expenses, as advertising, storage, cartage, portage, postage, &amp;c.</div> <div style="width: 45%;">On this side are entered all sums received for such charges as are mentioned on the debit side.</div> </div> <p style="text-align: center;">The difference of the Dr. and Cr. goes to Profit and Loss.</p>		
<p>What is the design of the Insurance Account.</p> <p>What sums are posted on the Dr. side of Insurance?</p> <p>What sums are posted on the Cr. side of Insurance?</p> <p>The teacher may ask the same questions on the Interest, Commission and Charges-account.</p>		

<b>8</b>	<b>Dr. CASH.</b>	<b>Cr.</b>
<p>This account shows how much cash has been received, and how much has been paid away.</p> <div style="display: flex; justify-content: space-between; height: 100px;"> <div style="width: 45%; border-right: 1px solid black;"></div> <div style="width: 45%;"></div> </div> <p>On this side are entered the amount of cash carried into business, and all sums afterward received.</p> <p>On this side are entered all sums of cash paid away or disposed of.</p> <p>The difference of the Dr. and Cr. being the cash on hand, is carried to the Dr. of the Balance-Sheet.</p>		
<b>9</b>	<b>Dr. BILLS RECEIVABLE.</b>	<b>Cr.</b>
<p>Under this head come all written obligations which the owner of the Books holds against other persons.</p> <div style="display: flex; justify-content: space-between; height: 100px;"> <div style="width: 45%; border-right: 1px solid black;"></div> <div style="width: 45%;"></div> </div> <p>On this side is entered the amount of every bill received, of the above description.</p> <p>On this side is entered the amount of every such bill disposed of.</p> <p>The difference of Dr. and Cr. sides, being the amount of bills on hand, goes to the Dr. side of the Balance-Sheet.</p>		
<b>10</b>	<b>Dr. BILLS PAYABLE.</b>	<b>Cr.</b>
<p>Under this title come all the written obligations which the owner of the Books has given to pay money.</p> <div style="display: flex; justify-content: space-between; height: 100px;"> <div style="width: 45%; border-right: 1px solid black;"></div> <div style="width: 45%;"></div> </div> <p>On this side is entered the amount of all his bills which he has redeemed.</p> <p>On this side is entered the amount of every bill of the above description, which the owner of the Books has issued or parted with.</p> <p>The difference of Dr. and Cr. being the amount of bills which are yet unredeemed, goes to the Cr. side of the Balance-Sheet.</p>		
<b>11</b>	<b>Dr. JOHN DOE.</b>	<b>Cr.</b>
<p>This account shows how much John Doe owes you, and the Cr. how much he has paid.</p> <div style="display: flex; justify-content: space-between; height: 100px;"> <div style="width: 45%; border-right: 1px solid black;"></div> <div style="width: 45%;"></div> </div> <p>On this side is entered each amount which John Doe owes the owner of the Books, in Book-Account.</p> <p>On this side is entered each amount which John Doe has paid the owner of the Books, on Book-Account.</p> <p>The difference of the Dr. and Cr. of the account, being what one owes the other, goes to the Balance-Sheet. The same is true of all Personal-Accounts.</p>		
<p>What is the design of the Cash-Account ?</p> <p>What is posted to the Dr., and what to the Cr. side of the Cash-Account ?</p> <p>The same questions may be asked of Bills Payable, Bills Receivable, and John Doe's Account.</p>		

<b>12</b>	<b>Dr.</b>	<b>UNITED-STATES BANK-STOCK.</b>	<b>Cr.</b>
This account shows what is made or lost on U. S. Bank Stock.			
On this side is entered every expense for U. S. Bank-Stock.		On this side is entered all sums received for U. S. Bank-Stock.	
The difference of the Dr. and Cr. is carried to the Profit and Loss, if any has been sold. A similar account may be opened with Insurance, Rail-Road, or other Stocks.			
<b>13</b>	<b>Dr.</b>	<b>SHIP MARY.</b>	<b>Cr.</b>
This account shows the gain or loss on ship Mary.			
On the debit side is entered the value of the ship, when the Books were opened, and every expense afterward incurred on her.		On this side are entered the sums which the ship has produced for freight, and her value when the Books are balanced.	
The difference of the Dr. and Cr. goes to Profit and Loss.			
<b>14</b>	<b>Dr.</b>	<b>SHIPMENT OR ADVENTURE TO ORLEANS.</b>	<b>Cr.</b>
This account shows what is made or lost on goods shipped to Orleans.			
On this side are entered all sums which the Adventure has cost.		On this side are entered all sums which the Adventure has brought in or produced.	
When an Account-Sales has been received, the difference of the Dr. and Cr. goes to Profit and Loss. If none has been received, the value is carried to the Balance-Sheet, the same as the value of goods wanted in store. Thus with all Adventures.			
<b>15</b>	<b>Dr.</b>	<b>COTTON.</b>	<b>Cr.</b>
This account shows what is made or lost on Cotton as a separate branch of the business.			
On this side are entered all sums paid out for Cotton.		On this side are entered all sums which Cotton has produced, and the value of what is unsold when the Books are balanced.	
The difference of the Dr. and Cr., if any has been sold, is carried to Profit and Loss.			
What is the design of the United States Bank-Stock-Account ? What is posted to the Dr. side of the Bank-Stock-Account ? What is posted to the Cr. side of that account ? The same questions may be asked of Ship Mary, Cotton, and Adventure to Orleans.			



<b>16</b>	<b>Dr.</b> <b>SWAN'S CONSIGNMENT.</b>	<b>Cr.</b>
This account shows how much has been paid on, and received for Swan's goods.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>On this side is entered all expense which has been incurred on Swan's goods.</p> <p>The difference of the Dr. and Cr. goes to the credit of Swan's account. Moneys advanced on goods consigned, should be entered to the debit of the consignor's account, and not to the debit of the consignee's account. The account must be closed at the balancing of the Books, not regarding what is wanted.</p> </div> <div style="width: 45%;"> <p>On this side are entered all the sums which the goods have produced.</p> </div> </div>		
<b>17</b>	<b>Dr.</b> <b>HARTFORD BANK.</b>	<b>Cr.</b>
This is kept the same as a Personal-Account.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>On this side is entered each sum deposited in the Hartford Bank.</p> <p>The difference of the Dr. and Cr. goes to the Balance-Account.</p> </div> <div style="width: 45%;"> <p>On this side all sums drawn from the Hartford Bank.</p> </div> </div>		
<b>18</b>	<b>Dr.</b> <b>PROFIT AND LOSS.</b>	<b>Cr.</b>
This account is kept as a synopsis of the gains and losses on the whole business.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>On this side are entered all losses sustained in the business.</p> <p>The difference of the Dr. and Cr. of this account, showing the net gain or loss on the whole business, is carried to the proper side of the Stock Account; if a loss, on the Dr. side; if a gain, on the Cr. side.</p> </div> <div style="width: 45%;"> <p>On this side are entered all the sums gained on the business.</p> </div> </div>		
<b>19</b>	<b>Dr.</b> <b>LOAN-ACCOUNT.</b>	<b>Cr.</b>
The design of this account is to show the sums of money borrowed and lent.		
<div style="display: flex; justify-content: space-between;"> <div style="width: 45%;"> <p>On this side enter all sums of money which you have lent, or paid, having been borrowed.</p> <p>This account supercedes the necessity of trusting the memory with money's lent, or of keeping memorandums of the same, which are liable to be mislaid or lost.</p> </div> <div style="width: 45%;"> <p>On this side, enter all sums which you have borrowed, and all lent money which has been paid you.</p> </div> </div>		
<p>What is the object of an account with Swan's Consignment ?</p> <p>What is posted to the Dr. side of that account ?</p> <p>What is posted to the Cr. side of that account ?</p> <p>The same questions may be asked of the others.</p>		

20	<i>Dr.</i>	SUSPENSE-ACCOUNT.	<i>Cr.</i>
<p>The design of this account is to show, at the close of the year, the amount of doubtful debts; that is, those debts and notes which there is not much hope of collecting, but which you are unwilling to carry to the Profit and Loss-Account, until you learn something more definite respecting their payment.</p>			
<p>On this, <i>Dr.</i> side, enter all such debts and notes as come under the above description. On this, <i>Cr.</i> side, enter all debts and notes of the above description, as many have been paid.</p>			
<p>It is not advisable, ordinarily, to transfer doubtful debts to the above account except at the balancing the books, as something may transpire, in the mean time, which shall supersede the necessity of making such a transfer. In case that this is done, the account from which a sum is transferred to the Suspense-Account, is credited "By Suspense-Account," and the Suspense-Account is made <i>Dr.</i> to the account which has now been credited.</p>			
21	<i>Dr.</i>	COLLECTOR OF CUSTOMS	<i>Cr.</i>
<p>The design of this account is to show the amount of bonds given at the Custom House for duties on goods imported. But as these bonds are in reality Bills Payable, an account of them should ordinarily be kept under the title, "Bills Payable."</p>			
22	<i>Dr.</i>	DEBENTURES.	<i>Cr.</i>
<p>The design of this account is to show the amount of bonds which the Custom-House has given you for the Drawback of duties on goods imported, when they shall have been exported according to law.</p>			
<p>On all Wares and Merchandise which have been imported, and on which duties have been paid, in case they are again exported, the Importers are entitled to a Bond from the Custom-House, for the amount paid on the same. There are certain restrictions in this Act, for which see Laws of the United States, Vol. IV. page 395.</p>			
<p><b>TERMS OF CREDIT GIVEN TO THE IMPORTER, ON GOODS IMPORTED</b></p>			
<p>All sums not exceeding \$50, shall be paid immediately. On all Goods, Merchandise and Wares, the produce of the West-Indies, 3 for one half, and 6 calendar months for the other half, (with exception, which is entitled to 9 months.) On all wines, 12 months; on all other Goods, Wares or Merchandise, (except salt and tallow imported from Europe) 1-2 in 6 months, 1-3 in 10 months, and 1-3 in 12 months. On all Goods, Wares, and Merchandise, (other than wines, salt, and tallow imported from any place than Europe and the West-Indies,) 1-2 in 6 months, 1-4 in 9 months, and 1-4 in 12 months from the date of each respective importation.</p>			
<p>The bond or bonds given shall include one or more sureties, to the satisfaction of the collector of the district where the said duties shall accrue. These bonds are to be paid in preference to all other debts, in case the giver of these bonds becomes insolvent; and the insolvent individual cannot assign his property to creditors, to exclude the claims of government on the bonds.</p>			
<p>What is the design of the Suspense-Account?          What is posted on the <i>Dr.</i> side of that account?          What is posted on the <i>Cr.</i> side of that account?          Let the same questions be asked on the other accounts.</p>			

Dr.	MERCHANDISE, Co. A.	Cr.
<p>When two parties, not connected in their general business, buy goods to speculate upon, the party that takes the goods to sell, keeps an account, if it be the <i>first</i> speculation of the kind, under the head of "Merchandise, Company A"; if it be the <i>second</i> speculation of the kind, under the head "Merchandise, Company B," and so on alphabetically.</p> <p>The party that sells the goods, charges commission on the whole sales, as if he were not an owner.</p>		
<p>On this side is entered, first, the sum which the owner of the books pays for his share of the goods, and also every expense which is afterward incurred on the same.</p>	<p>On this side is entered the amount of all the sales.</p>	
<p>At the close of the sales, the sum of the expenses, except the <i>first</i> cost, is subtracted from the sum of the sales, and the remainder is divided with the other party, in proportion to his investment. The account is then closed like the <i>General Merchandise Account</i>.</p>		

Suppose the owner of the Books, Samuel Hall, purchases goods with Samuel Colt, each one half, amounting to \$9,450, and S. Hall takes the goods into his store to sell, each to share equally in the gain or loss. Hall pays for his half in his note, at 60 days, for \$3,000, and cash, \$1,725.

Hall first sells to S. Porter a part of the above goods for cash, amounting to \$1,732 50.

Sold J. Brown, on his note at 30 days, Merchandise, Co. A., amounting to \$3,000.

When the account was closed, there were on hand goods unsold, amounting to \$8,000. Commission on sales, \$236 62.

Hall opens an account under the head Merchandise, Co. A., with other accounts necessary.

1st. Hall debited the Account, Co. A., with half the expense, that is, what he paid, \$4,725.

2nd. He credits the account for the two sales, \$4,732 50.

3rd. He debits the account for the commission, \$236 62, on sales.

4th. He credits the account of S. Colt, for one half the *now* difference of the two sides, \$2,247 94.

5th. He debits the account, Co. A., \$2,247 94, which he credited Colt's account with.

6th. He credits the account for his half the goods unsold, \$4,000, Colt taking his half away, or leaving it for farther sales.

7th. He debits the account to Profit and Loss for the *now* difference of the two sides, which is Hall's gain on the speculation.

The following are the Ledger-entries which would necessarily grow out of such a Company-Account :

<i>Dr.</i>		MERCHANTISE, CO. A.		<i>Cr.</i>	
	To Bills Payable, . . .	3,000 00		By Cash, . . .	1,732 50
	" Cash, . . .	1,732 00		" Bills Receivable, . .	2,000 00
	" Commission, . . .	236 09		" Balance, . . .	4,000 00
	" Samuel Colt, . . .	2,247 94			
	" Profit and Loss, . .	1,522 94			
		<u>6,732 50</u>			<u>6,732 50</u>
<i>Dr.</i>		CASH.		<i>Cr.</i>	
	To Mds., Co. A., . . .	1,732 50		By Mds., Co. A., . . .	1,732 00
<i>Dr.</i>		BILLS PAYABLE.		<i>Cr.</i>	
				By Mds., Co. A., . . .	3,000 00
<i>Dr.</i>		BILLS RECEIVABLE.		<i>Cr.</i>	
	To Mds., Co. A., . . .	2,000 00			
<i>Dr.</i>		SAMUEL COLT.		<i>Cr.</i>	
				By Mds., Co. A., . . .	2,247 94
<i>Dr.</i>		PROFIT AND LOSS		<i>Cr.</i>	
				By Mds., Co. A., . . .	1,522 94
<i>Dr.</i>		COMMISSION.		<i>Cr.</i>	
				By Mds., Co. A., . . .	236 09

## ON OPENING BOOKS.

The process of opening a set of Books, being considered peculiarly difficult, I propose to answer some of the questions which are *frequently* asked, and anticipate others which may suggest themselves to the mind of the learner. There is not, however, so much mystery in this part of Book-keeping, as many apprehend, and I attribute the many interrogations on this point to the fact that no writer on the science of Accounts, has definitely enough pointed out the *why and wherefore*. It may be well to remark in the outset, that the Stock-account personifies the merchant who owns the Books. He says, I, (Stock) credit myself with all that I carry into business, and debit myself with all that I owe.

Some writers on this subject, recommend that each partner should first be debited "To Stock," for the sums which they respectively subscribe, and Stock be credited "By Sundries," for the aggregate subscriptions. And when the subscriptions are paid, each partner is credited "By Cash," for the amount he pays in, (or any goods which he may furnish) and debit the Cash (or Merchandise) account to the partner who pays it.

The better mode is to open the Ledger-accounts as if there were one person in trade, and enter the respective investments to the credit of each partner's account in the *Private-Ledger*. See *Private-Ledger*, 3d Set.

When it is necessary to open a new account, it need not be done with ink at the time, but in pencil mark. The posting may be done under such heads till some favorable opportunity, when they may all be written out neatly in ink.

## EXAMPLE I.

Suppose you have, on commencing business, a capital of \$13,000, of which \$5,000 is in Merchandise, and \$8,000 in Cash, how would you open your Books?

*Ans.* By crediting Stock *By Sundries*, \$13,000, and debiting Cash *To Stock*, \$8,000 and debiting Merchandise *To Stock*, \$5,000.

Thus,

Dr.		STOCK.		Cr.	
				By Sundries, . . .	13,000 00
Dr.		CASH.		Cr.	
	To Stock, . . . .	8,000 00			
Dr.		MERCHANDISE.		Cr.	
	To Stock, . . . .	5 000 00			

## EXAMPLE II.

Suppose you have the above capital, (as in example 1st.,) but owe on your notes \$2,000, how would you open your Books?

*Ans.* In the same manner (as in example 1st.,) except you will debit Stock *To Bills Payable*, \$2,000, and credit Bills Payable *By Stock*, \$2,000.

Thus,

<i>Dr.</i>		STOCK.		<i>Cr.</i>	
	To Bills Payable, . .	2,500	00	By Sundries, . . . .	12,000 00
<i>Dr.</i>		CASH.		<i>Cr.</i>	
	To Stock, . . . .	8,000	00		
<i>Dr.</i>		MERCHANDISE.		<i>Cr.</i>	
	To Stock, . . . .	3,000	00		
<i>Dr.</i>		BILLS PAYABLE.		<i>Cr.</i>	
				By Stock, . . . .	2,000 00

## EXAMPLE III.

Suppose you assume Example 2nd, with an addition of the capital, \$3,000 of Connecticut River Bank-Stock, and also a debt which you owe to William H. Inlay, \$1,000, how would you open your Books?

*Ans.* As in Example 2nd, except you debit Connecticut River Bank-Stock, "To Stock," \$3,000; debit Stock "To Sundries," \$3,000; credit Wm. H. Inlay "By Stock," \$1,000; and credit Stock "By Sundries," \$16,000.

<i>Dr.</i>		STOCK.				<i>Cr.</i>	
	To Sundries, . . . .		3,000	00		By Sundries, . . . .	16,000 00
<i>Dr.</i>		CASH.				<i>Cr.</i>	
	To Stock, . . . . .		5,000	00			
<i>Dr.</i>		MERCHANDISE.				<i>Cr.</i>	
	To Stock, . . . . .		5,000	00			
<i>Dr.</i>		BILLS PAYABLE.				<i>Cr.</i>	
						By Stock, . . . . .	5,000 00
<i>Dr.</i>		CONNECTICUT RIVER BANK-STOCK.				<i>Cr.</i>	
	To Stock, . . . . .		3,000	00			
<i>Date.</i>		<i>Journal Page.</i>	<i>Dollars.</i>	<i>Cents.</i>	<i>Date.</i>	<i>Journal Page.</i>	<i>Dollars.</i> <i>Cents.</i>
<i>Dr.</i>		WILLIAM H. IMLAY				<i>Cr.</i>	
						By Stock, . . . . .	1,000 00



## EXAMPLE IV.

Suppose a man commence business under the following circumstances, viz : He having no capital, borrows on his notes, \$20,000, of which he expends \$10,000 for Merchandise, and the remainder is cash. How does he open his Books ?

*Ans.* He debits Cash "To Stock," \$10,000; debits Merchandise "To Stock," \$10,000; and Stock "To Bills payable," \$20,000; credits Stock "By Sundries," \$20,000, and credits Bills Payable "By Stock," \$20,000.

Dr.		STOCK.				Cr.	
	To Bills Payable, . . .	20,000	00		By Sundries, . . . . .	20,000	00
Dr.		CASH.				Cr.	
	To Stock, . . . . .	10,000	00				
Dr.		MERCHANDISE.				Cr.	
	To Stock, . . . . .	10,000	00				
Dr.		BILLS PAYABLE.				Cr.	
					By Stock, . . . . .	20,000	00

Here is an equal amount on the *Dr.* and *Cr.* side of the Stock account, showing you that the merchant owes as much as he can

ries into business, and his Cash and Merchandise-accounts show in what his property is, and Bills Payable-account shows where the debit is.

## EXAMPLE V.

Suppose a merchant commence business under the following circumstances, viz : He has a capital of \$20,000, \$6,000 of which is in Merchandise, which he bought of A. King & Co., New-York, at six months credit ; his store, valued at \$8,000, for which he has given his note, and the balance, \$6,000, is in cash. How would he open his Books ?.

*Ans.* He debits Stock, \$14,000; Cash, \$6,000; Real-Estate, \$8,000; and Merchandise, \$6,000. Credits Stock, \$20,000; Bills Payable, \$8,000, and A. King & Co. \$6,000.

Dr.		STOCK.		Cr.	
	To Sundries, . .	14,000	00	By Sundries, . . . .	20,000 00
Dr.		CASH.		Cr.	
	To Stock, . . . .	6,000	00		
Dr.		REAL-ESTATE.		Cr.	
	To Stock, . . . .	8,000	00		
Dr.		BILLS PAYABLE.		Cr.	
				By Stock, . . . .	8,000 00

<i>Dr.</i>		MERCHANDISE.		<i>Cr.</i>	
	To Stock, . . . . .	6,000	00		
<i>Dr.</i>		A. KING & Co.		<i>Cr.</i>	
				By Stock, . . . . .	6,000 00

## EXAMPLE VI.

If three men commence a business as follows, viz: A, brings into the business \$8,000, in Merchandise; B, \$5,000 in Cash, and C, \$7,000 in notes which he holds against sundry individuals—How would they open their Books? Thus,

<i>Dr.</i>		STOCK.		<i>Cr.</i>	
				By Sundries, . . . . .	20,000 00
<i>Dr.</i>		MERCHANDISE.		<i>Cr.</i>	
	To Stock, . . . . .	6,000	00		
<i>Dr.</i>		CASH.		<i>Cr.</i>	
	To Stock, . . . . .	5,000	00		

Dr.	BILLS RECEIVABLE.		Cr.
	To Stock, . . . . .	7,000 00	

Taking Examples 6th, of A, B, and C, how would they open their *Private-Ledger*?

Ans. They would debit Stock "To Sundries," \$20,000, and credit A, "By Stock," \$8,000; credit B, "By Stock," \$5,000; credit C, "By Stock," \$7,000.

Dr.	STOCK.		Cr.
	To Sundries, . . . . .	20,000 00	

  

Dr.	A.		Cr.
		By Stock, . . . . .	8,000 00

  

Dr.	B.		Cr.
		By Stock, . . . . .	5,000 00

  

Dr.	C.		Cr.
		By Stock, . . . . .	7,000 00

## INTRODUCTORY EXERCISE.

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When the learner has committed to memory or carefully studied the foregoing explanations of the Ledger-accounts, he should be practiced in examples like the following.

The Journal-entries and dates are here omitted, that the process of opening, posting, and closing, or making equal several accounts, may be, as far as possible, simplified and brought within the comprehension of the merest tyro. Thus—

1st. If you begin business with a capital of \$8,000, in cash, what accounts in the Ledger are affected?

*Ans.* Cash is debited "To Stock," \$8,000, and Stock is Cr. "By Cash," \$8,000.

2nd. If you buy Merchandise on your note for \$4,000, what accounts will be affected?

*Ans.* Merchandise is Dr. "To Bills Payable," \$4,000, and Bills Payable Cr. "By Merchandise," \$4,000.

3rd. If you sell Merchandise to Brown & Parsons, on account, \$3,000, what accounts are affected?

*Ans.* Brown & Parsons are Dr. "To Merchandise," \$3,000, and Merchandise Cr. "By Brown & Parsons," \$3,000.

4th. If you buy Merchandise for cash, \$2,000, what accounts are affected?

*Ans.* Merchandise is Dr. "To Cash," \$2,000, and Cash is Cr. "By Merchandise," \$2,000.

5th. If you sell Savage & Stockbridge, Merchandise for \$4,000, on their note, at 60 days, what accounts are affected?

*Ans.* Bills Receivable is Dr. "To Merchandise," \$4,000, and Merchandise Cr. "By Bills Receivable," \$4,000.

6th. If the Connecticut River Bank discounts the above bill, \$4,000, paying you cash, \$3,960, and retaining the discount, \$40, what accounts are affected?

NOTE—The student may be required to write out and journalize the above transactions on a black board, slate, or paper, in the same form that they would be recorded and journalized, in actual business.

*Ans.* Cash is Dr. "To Bills Receivable," \$3,960, and Profit and Loss are Dr. "To Bills Receivable," for the discount, \$40, and Bills Receivable is Cr. "By Sundries," \$4,000.

On this and the following page, will be seen all the foregoing sums carried to their respective accounts, and each account is closed, exhibiting a Ledger in miniature.

The credit side of the Merchandise-account is the greatest by one thousand dollars; consequently, you have realized \$1,000 *more* than the expense, which is transferred to the credit of Profit and Loss. You lost, on the discount of Savage & Stockbridge's note, \$40, which is carried to Dr. of Profit and Loss-account. The difference of the two sides of Profit and Loss is \$960, which, being the net gain on the business, is carried to the Cr. side of the Stock-account. The net gain, \$960, added to \$8,000, which you were worth when the accounts were opened, shows your *present worth* to be \$8,960. The Balance-Account shows on the Dr. side that you have \$9,960 in cash, \$3,000 in a debt owing you by Brown & Parsons, and on the Cr. side \$4,000, which you owe on a note, which subtracted from \$12,960, leaves \$8,960 your present property.

This example and explanation may appear puerile to the skillful accountant, yet the beginner will find in them much that is instructive, and if carefully examined, will impart to him more information than he could obtain from any other source in the same time.

Dr.		STOCK.		Cr.		
	To Balance, . . . .	8,960	00	By Cash, . . . .	8,000	00
				Profit and Loss, . . . .	960	00
		<u>8,960</u>	<u>00</u>		<u>8,960</u>	<u>00</u>
Dr.		CASH.		Cr.		
	To Stock, . . . .	8,000	00	By Merchandise, . . . .	2,000	00
	" Bills Receivable, . . . .	3,960	00	" Balance, . . . .	9,960	00
		<u>11,960</u>	<u>00</u>		<u>11,960</u>	<u>00</u>

<i>Dr.</i>		MERCHANDISE.		<i>Cr.</i>	
	To Bills Payable, . . .	4,000 00		By Brown & Parsons, . .	3,000 00
	" Cash, . . . . .	2,000 00		" Bills Receivable, . .	4,000 00
	" Profit and Loss, . .	1,000 00			
		<u>7,000 00</u>			<u>7,000 00</u>
<i>Dr.</i>		PROFIT AND LOSS.		<i>Cr.</i>	
	To Bills Receivable, . .	40 00		By Merchandise, . . .	1,000 00
	" Stock, . . . . .	960 00			
		<u>1,000 00</u>			<u>1,000 00</u>
<i>Dr.</i>		BILLS RECEIVABLE.		<i>Cr.</i>	
	To Merchandise, . . .	4,000 00		By Sundries, . . . . .	4,000 00
		<u>4,000 00</u>			<u>4,000 00</u>
<i>Dr.</i>		BILLS PAYABLE.		<i>Cr.</i>	
	To Balance, . . . . .	4,000 00		By Merchandise, . . .	4,000 00
		<u>4,000 00</u>			<u>4,000 00</u>
<i>Dr.</i>		BROWN & PARSONS.		<i>Cr.</i>	
	To Merchandise, . . .	3,000 00		By Balance, . . . . .	3,000 00
		<u>3,000 00</u>			<u>3,000 00</u>
<i>Dr.</i>		BALANCE.		<i>Cr.</i>	
	To Cash, . . . . .	9,960 00		By Bills Payable, . . .	4,000 00
	" Brown & Parsons, . .	3,000 00			
		<u>12,960 00</u>	Effects.		
		4,000 00	Debt.		
		<u>* 8,960 00</u>			
* No. property, equaling the balance of Stock-account.					

## REMARKS ON BOOKS, SET I.

---

Books, Set 1st., contains a record of such transactions as must occur in almost every Merchant's and Tradesman's business.

The Cash and other transactions are recorded together on the Day-Book, so that the whole business of the Merchant appears on this book, and of course, each entry is journalized before posting.

Although the Merchant generally keeps a Cash-Book, it is in many cases omitted, as the omission is thought to render the process of making the Journal-entries and posting more simple than to have two books contain the same business. As it is the design of the author to render this set of books as simple as may be, and to illustrate clearly the *principles* involved in Double-Entry, every thing not absolutely necessary is omitted. Each individual, who copies, journalizes, posts, and takes the Balance-Sheet, should consider the business his own—that he starts his business with the capital there specified—that he considers each record there made, as made by himself and not pass over it till he *fully* comprehends it—that he takes the Balance-Sheet as if he were collecting the items of his own property, at the close of his business, or at any given period.

The Day-Book shows, in an historical form, a statement of the Merchant's property and debts in beginning business, and all the transactions supposed to occur in one month. All the brevity which is consistent with perspicuity, is exhibited in the Day-Book. Every transaction recorded on the Day-Book has deduced from it two or more Journal-entries, which are placed in the Dr. and Cr. columns of the Journal. From the Journal, each of the entries is posted to its respective account in the Ledger, which is the final transfer, and where all of the same kind may be found together.



**DAY-BOOK AND JOURNAL,**

SET I.

**DOUBLE-ENTRY.**

G. ROBINS, JUN.

1) HARTFORD, January 1st, 1838.			
Inventory of my effects and debts on commencing business.			
I have Cash, . . . . .	7,000 00		
" Merchandise, . . . . .	5,000 00		
Belknap & Hamersly, owe me on account, .	1,500 00		
I have due me on notes, as per Bill-Book, .	6,000 00		
—1st,—			19,500 00
I owe as follows, viz:			
Sundry persons on notes, per Bill-Book, .	1,700 00		
Hampshire Manufacturing Co., . . . .	700 00		
—2nd,—			2,400 00
Sold Spalding & Storrs, on account, Merchandise, per Sales-Book, page 1, . .			800 00
—4th,—			
Sold D. F. Robinson & Co., for Cash, Merchandise, per Sales-Book, page 2, .			2,000 00
—4th,—			
Bought of Reed & Barber, on account, Merchandise, per Invoice-Book, page 1, .			3,000 00
—5th,—			
Bought of S. Spencer & Co., for Cash, Merchandise, per Invoice-Book, page 3, .			5,000 00
—9th,—			
Sold P. Dickinson, Merchandise, per Sales-Book, page 2, \$2,500.			
Received in payment his note at 60 days, .			2,500 00
—10th,—			
Bought of Jas. S. Folger, Merchandise, per Invoice-Book, \$800.			
I gave him, in payment, my note at 20 days, .			800 00
			36,000 00
NOTE.—The teacher may profitably give one or two pages of the Day-Book entries, to his class, for a lesson, and, when they come together to recite, let him read over these entries, and the pupils may tell him how they are Journalized, and why they are thus Journalized.			



2] HARTFORD, <i>January 11th</i> , 1838.		
I have exchanged notes with Chauncey Howard, for our mutual accommodation, each drawn at 4 months, for . . . . .		3,000 00
12th.,		
The Hartford Bank has discounted the note received from Howard, \$3,000,		
I have received in Cash, . . . . .	2,920 00	
Discount off, . . . . .	80 00	
14th.,		3,000 00
Shipped by the Hero, Kellogg, master, to Charles Shepard, New-Orleans, 500 bales Cotton Check, to be sold on my account, and returns, . . . . .	4,500 00	
Passed my note to the Hartford Insurance Co. for premium and policy on the same,	50 00	
Paid charges in Cash, . . . . .	30 00	
15th.,		4,580 00
Sold Burt & Townsend, Merchandise, \$800.		
Received in payment, Cash, . . . . .	300 00	
and their note for the balance, drawn at 90 days, with interest added, . . . . .	507 50	
16th.,		807 50
Received by the Ann, from London, an invoice of Silk goods, consigned to me by J. Burt, to be sold on his account, per B. B. page 4th., \$7,000.		
Paid Custom-House duties in Cash, . . . . .	900 00	
Charges for freight, &c. in Cash, . . . . .	200 00	
18th.,		1,100 00
Sold Howe, Mather, & Co. a quantity of Burt's goods, per Sales-Book, page 4, \$5,000.		
Received in payment their note at 60 days, which the Phoenix Bank has discounted on my account.		
Cash received, . . . . .	4,950 00	
Discount allowed, . . . . .	50 00	
		5,000
		17,487 50

Dr.		HARTFORD, January 11th, 1838.		Cr. [2]		
1838						
Jan. 11	Bills Receivable, . . . . .	2	3,000 00	Bills Payable, . . . . .	2	3,000 00
" 12	Cash, . . . . .	3	2,500 00	Bills Receivable, . . . . .	2	2,500 00
	Profit and Loss, . . . . .	2	20 00			
	Profit and Loss, or Interest, is made Dr. when you allow discount.			This amount is posted in the Ledger at the Cr. side of Bills Receivable.		
" 14	Shipment to New-Orleans, . . . . .	4,580 00		Merchandise, . . . . .	1	4,500 00
	When you ship goods to New-Orleans, to be sold on your account, Adventure to New-Orleans is Dr. to the whole expense.			Bills Payable, . . . . .	3	50 00
				Cash, . . . . .	3	20 00
" 15	Cash, . . . . .	2	300 00	Merchandise, . . . . .	1	300 00
	Bills Receivable, . . . . .	3	507 50	Interest, . . . . .	1	7 50
				Interest is made Cr. when you receive interest money.		
" 16	J. Bart's Consignment, . . . . .	4	1,100 00	Cash, . . . . .	3	1,100 00
	When a person sends goods to you to be sold on his account, his Consignment is made Dr. for all money I pay on them.			This amount is posted in the Ledger, at the Cr. side of Cash.		
" 20	Cash, . . . . .	3	4,950 00	Bart's Consignment, . . . . .	4	1,000 00
	Profit and Loss, . . . . .	2	50 00			
				Bart's Consignment is made Cr. when I sell any of Bart's goods.		
			17,487 50			17,487 50

3] HARTFORD, <i>January, 20th, 1838.</i>	
Bought of T. Brainard, for Cash, 3 tons Beaver-Meadow Coal, @ \$9, . . . . .	27 00
—21st,—	
Sold Brown & Parsons, Merchandise, per Sales-Book, page 4th., . . . . .	1,500 00
—23rd,—	
Bought of E. W. Bull, for Cash, one Building-Lot on Spring-street, . . . . .	1,200 00
—25th,—	
Received from C. Shepard, an Account-Sales of Merchandise, shipped to him per the Hero, on Jan. 14th, Net proceeds, . . . . .	5,000 00
—26th,—	
Sold John Olmsted & Co., the remainder of Burt's goods, for \$4,000, Received in payment their note, @ 60 days, for . . . . .	1,000 00
Balance in Cash, . . . . .	3,000 00
—26th,—	4,000 00
Sold D. W. Clark, for Cash, @ 3 per cent. premium, a Draft at sight on Charles Shepard, New-Orleans, for . . . . .	5,000 00
Premium received on the same, . . . . .	150 00
—27th,—	5,150 00
I have sent for collection, to J. Humphrey, Esq., New-York, a Note which I received from J. Prince of that place, December 8th., . . . . .	2,000 00
	18,877 00

Dr.		HARTFORD, January 20th, 1838.		Cr. [3	
1838					
Jan 20	Charges. . . . .	3	27 11	Cash. . . . .	3 27 00
	Charges are made Dr. when you are at any expense unless that lead.				
" 21	Spauls & Parsons. . . . .	5	1,500 00	Merchandise. . . . .	1 1,500 00
" 22	Real Estate. . . . .	1	1,200 00	Cash. . . . .	3 1,200 00
	Real Estate is made Dr. whenever you purchase any real-estate.				
" 23	Charles Shepard. . . . .	5	5,000 00	Shipment to New-Orleans. . . . .	2 5,000 00
	When the Consignee advises you how much your goods have cost for, you make him Dr. for the red ink rule. . . . .				
" 24	Bills Receivable. . . . .	3	1,000 00	Burt's Consignment. . . . .	4 4,000 00
	Cash. . . . .	3	3,000 00		
" 25	Cash. . . . .	3	5,150 00	Charles Shepard. . . . .	1 5,000 00
				Profit and Loss. . . . .	2 150 00
	This amount, \$150, is posted in the Ledger at the Cr. side of Profit and Loss.				
" 27	James Humphrey. . . . .	5	2,000 00	Bills Receivable. . . . .	3 2,000 00
1838					
1838			16,877 00		16,877 00

4] HARTFORD, <i>January 29th</i> , 1838.		
I have this day made up an Account-sales of the Goods consigned to me to sell by J. Burt.		
The whole amount of sales \$9,000.		
My Commission on the same, @ 2 per cent.	180 00	
Storage and Advertising, . . . . .	10 00	
Net proceeds to J. Burt's credit, . . . . .	7,710 00	
		7,900 00
—30th.,—		
Paid, in Cash, my note, passed to Jas. S. Folger, on the 10th., . . . . .		800 00
—30th.,—		
James Humphrey, New-York, has received payment on the note sent him on the 27th., and has remitted me a check on the Hartford Bank, . . . . .	1,990 00	
Commission out, . . . . .	10 00	
—31st.,—		2,000 00
I have accepted J. Burt's draft on me, at 60 days sight, . . . . .		7,900 00
—31st.,—		
Sold at 6 months credit, to W. H. Inlay, my building-lot on Spring-street, for . . . .		1,400 00
—31st.,—		
I have received Reed & Barber's note, payable @ 60 days, for . . . . .		3,000 00
—31st.,—		
Gave Andrus, Judd & Franklin, an order on Brown & Parsons, for 400 Harris' Book-Keeping, @ 90, . . . . .		360 00
		23,360 00



Dr.		HARTFORD, January 29th, 1838.		Cr. [4	
1838					
Jan 29	J. Bart's Consignment, . . .	4	7,000	Commission, . . . . .	3 180 00
				Profit and Loss, . . . . .	2 10 00
				James Bart . . . . .	6 7,110 00
	This amount is posted in the Ledger, at the Dr. side of Bart's Consignment.				
" 30	Bills Payable, . . . . .	3	800 00	Cash, . . . . .	3 800 00
" 31	Cash, . . . . .	2	1,500 00	James Humphrey, . . . .	3 2,000 00
	Charges, . . . . .	2	100 00		
" 31	James Bart, . . . . .	6	7,000 00	Bills Payable, . . . . .	3 7,000 00
	This amount is posted in the Ledger, at the Dr. side of Bart's account.				
" 31	Wm. H. Luby, . . . . .	6	1,400 00	Real Estate, . . . . .	3 1,400 00
" 31	Bills Receivable, . . . . .	3	3,000 00	Reed & Barber, . . . . .	3 3,000 00
				This amount is posted in the Ledger, at the Cr. side of Reed & Barber's account.	
" 31	Andrus, Judd & Franklin, . .	6	300 00	Brown & Parsons, . . . .	3 300 00
			23,260 00		23,260 00

5] HARTFORD, <i>January 31st</i> , 1838.	
Sold Reed & Barber, Merchandise, as per Sales-Book, page 5, . . . . .	2,000 00
—31st,—	
I have paid my Clerk, John Brown, his sa- lary in Cash, taking his receipt for the same. . . . .	300 00
	2,300 00
MEMORANDUM.	
Merchandise unsold, per Inventory, taken Jan. 31st., 1838, amounts to \$1,000.	

<i>Dr.</i>		HARTFORD, <i>January 31st</i> , 1838.		<i>Cr.</i> [5	
1838					
Jan. 31	Reed & Barber, . . . . .	3	3,000 00	Merchandise, . . . . .	1 2,000 00
" "	Charges, . . . . .	2	300 00	Cash, . . . . .	3 300 00
			2,300 00		2,300 00

K

## TO OPEN AND CLOSE A SET OF BOOKS

---

1st. Construct the books on which the *original* entries are made.

2nd. From the books of original entry, make your Journal; and in case your Journal is arranged like Journal Set I., add the Dr. and Cr. columns, as in that book.

3rd. Open an account on your Ledger with the name of every person and thing which appears on the Journal.

4th. Post each sum from your Journal, (as in Set I.) or from your Journal and Cash-Book (as in Set III.) to your Ledger.

5th. Compare the sums on Journal with those transferred to the Ledger, to see that they are correct.

6th. Take the Trial-Balance according to direction on page 119.

7th. Transfer the amount of Private-Account, (as in Set II.) or the Partners-Accounts (as in Set III.) to the Dr. side of the Stock-Account.

8th. Take the Profit and Loss-sheet, according to direction on pages 121, the Dr. column of which must show the losses and the Cr. side the gains on the business.

9th. Take the Balance-sheet, per direction on page 124, the Dr. side of which must show your effects, and the Cr. side your liabilities.

10. Equilibrate the accounts in the Ledger, per direction on page 128.

11. Bring down the *balance*, as in Set III., or make a new Ledger, (see page 38.)

The foregoing directions may aid some who understand the above steps, without knowing the order in which they come.

# LEDGER,

SET I.

DOUBLE-ENTRY.

G. ROBINS, JUN.

# ALPHABET.

A.		I.	
Andrus, Judd & Franklin,	6	Imlay, Wm. H.	6
B.		Interest,	1
Belknap & Hamersly,	4	M.	
Bills Receivable,	3	Merchandise,	1
Bills Payable,	3	P.	
Brown & Parsons,	5	Profit and Loss,	2
Burt, James,	6	R.	
C.		Real-Estate,	1
Cash,	3	Reed & Barber,	5
Charges,	2	S.	
Commission,	2	Shepard, Charles,	5
Consignment, Burt's,	4	Shipment to New-Orleans,	2
H.		Spalding & Storrs,	4
Hampshire Manufacturing Co.,	4	Stock,	1
Humphrey, James,	5		

The Merchant has a separate book, called an Alphabet, for entering the name of each account which he opens on his Ledger. One or more pages are devoted to the names which begin with the letter A, one or more for those which begin with B, &c.

With the name and page of each account on this book, the Book-keeper, after Journalizing, may page-mark each item on the Journal, so that in posting he may turn from the Journal to the account in the Ledger, without looking to the *Alphabet* to find the page.

Where a large business is done at home and abroad, the trader may find it to his advantage to have several Ledgers; as one for the city, one for the western, and one for the southern trade.

<i>Dr.</i>		STOCK.		<i>Cr.</i>			
1838							
Jan. 1	To Sundries, . . . .	1	2,400 00	Jan. 1	By Sundries, . . . .	1	10,500 00
" 31	" Balance, . . . .		18,900 50	" 31	" Profit and Loss, . .	1	1,600 50
			<u>21,300 50</u>				<u>21,300 50</u>
				Feb. 1	By Balance, . . . .		18,000 50

The *Dr.* column of this account shows how much the Merchant owes, and the *Cr.* column how much property the Merchant has invested in his business. The balance of the *Dr.* and *Cr.* column is his *Net Property*.

<i>Dr.</i>		MERCHANDISE.		<i>Cr.</i>			
1838							
Jan. 1	To Stock, . . . .	1	5,000 00	Jan. 2	By Spalding & Sterne, . .	1	800 00
" 4	" Reed & Barber, . .	1	3,000 00	" 4	" Cash, . . . .	1	2,000 00
" 5	" Cash, . . . .	1	5,000 00	" 9	" Bills Receivable, . .	1	2,500 00
" 10	" Bills Payable, . . .	1	800 00	" 14	" Ship't. to Orleans, . .	2	4,000 00
" 31	" Profit and Loss, . .	1	1,200 00	" 15	" Sundries, . . . .	2	800 00
				" 21	" Brown & Parsons, . .	2	1,500 00
				" 31	" Reed & Barber, . . .	5	2,000 00
				" "	" Balance, . . . .		1,000 00
			15,100 00				15,100 00
Feb. 1	To Balance, . . . .		1,000 00				
			1,000 00				

The *Dr.* side of this account shows how much the Merchandise has cost, and the *Cr.* side how much it has sold for. The difference of *Dr.* and *Cr.* is the gain or loss.

<i>Dr.</i>		REAL-ESTATE.		<i>Cr.</i>			
1838							
Jan. 23	To Cash, . . . .	2	1,500 00	Jan. 21	By Wm. H. Inlay, . . .	4	1,400 00
" 31	" Profit and Loss, . .	2	200 00				<u>1,400 00</u>
			<u>1,400 00</u>				

The *Dr.* side of this account shows how much Real-Estate has cost, and the *Cr.* side how much it has sold for. The difference between *Dr.* and *Cr.* is the gain or loss.

<i>Dr.</i>		INTEREST.		<i>Cr.</i>	
1838					
Jan. 31	To Profit and Loss, . . . . . 2	7 50	Jan. 16	By Sundries, . . . . . 2	7 50

The *Dr.* side of this account shows how much has been paid out, and the *Cr.* side how much has been received for interest. The difference of the two sides is transferred to the Profit and Loss account.

2											
Dr.			SHIPMENT TO NEW-ORLEANS.				Cr.				
1838											
Jan. 11		To Sundries, . . .		2	4,540 00	Jan. 23		By Charles Bupard, . .		3	5,000 00
" 31		" Profit and Loss, . .		2	450 00						
					5,000 00						5,000 00

The Dr. side of this account shows the whole expense incurred in sending goods to New-Orleans on your own risk, and the Cr. side how much you have realized on the sales. The difference between the Dr. and Cr. side, when the goods have been sold, goes to the Profit and Loss-Account. When no sale has been made, the difference goes to the Balance-Sheet.

Dr.		COMMISSION.		Cr.			
1838							
Jan. 31	To Profit and Loss, .	2	180 00	Jan. 29	By Burt's Consignm't.	4	180 00

The Dr. side of this account shows how much has been paid for Commission, and the Cr. side how much has been received for Commission. The difference between Dr. and Cr. goes to Profit and Loss.

Dr.		PROFIT AND LOSS.		Cr.			
1838							
Jan. 12	To Bills Receivable, . .	3	50 00	Jan. 26	By Cash, . . . . .	3	150 00
" 18	" Burt's Consignm't, . .	2	50 00	" 29	" Burt's Consignm't, .	4	10 00
" 31	" Georges, . . . . .	2	307 00	" "	" Real Estate, . . .	1	986 00
" "	" Stock, . . . . .	1	1,800 00	" "	" Interest, . . . . .	1	7 00
				" "	" Ship't to Orleans, .	2	428 00
				" "	" Commission, . . .	2	180 00
				" "	" Merchandise, . . .	1	1,300 00
			2,907 00				2,987 00

The Dr. side of this account shows how much loss has been sustained on the business, and the Cr. side shows how much has been gained on the business. The difference between the Dr. and Cr. goes to Stock, being the net gain or loss on the business.

Dr.		CHARGES.		Cr.			
1838							
Jan. 20	To Cash, . . . . .	3	27 00	Jan. 31	By Profit and Loss, . .	2	337 00
" 30	" J. Humphrey, . . .	4	10 00				
" 31	" Cash, . . . . .	5	300 00				
			337 00				337 00

The Dr. side of this account shows how much has been expended under the head of charges, and the Cr. side how much has been received under that head. The balance of the Dr. and Cr. is transferred to Profit and Loss.



Dr.		CASH.		Cr.		3	
1838							
Jan. 1	To Stock, . . . . .	1	7,000 00	Jan. 5	By Merchandise, . . .	1	5,000 00
" 4	" Merchandise, . . . .	1	2,000 00	" 10	" Ship't to Orleans, . .	1	30 00
" 12	" Bills Receivable, . .	2	2,500 00	" 10	" Burr's Consignm't, . .	1	1,100 00
" 15	" Sundries, . . . . .	2	300 00	" 20	" Charges, . . . . .	3	5 00
" 18	" Burr's Consignm't, . .	2	4,250 00	" 22	" Real Estate, . . . .	2	1,200 00
" 25	" " " " " " " " " "	3	2,000 00	" 30	" Bills Payable, . . . .	4	800 00
" 26	" Sundries, . . . . .	2	5,150 00	" 31	" Charges, . . . . .	5	270 00
" 30	" J. Humphrey, . . . .	4	1,900 00	" "	" Balance, . . . . .		18,523 00
			27,310 00				27,310 00
Feb. 1	To Balance, . . . . .		18,523 00				

The Dr. side of this account shows the receipts, and the Cr. side the payments of cash. The difference between the Dr. and Cr. columns, shows the amount of Cash in hand, and is transferred to the Balance sheet. The Cr. side of the Cash-Account can never be the largest, for no more money can be spent than has been received.

Dr.		BILLS RECEIVABLE.		Cr.			
1838							
Jan. 1	To Stock,	1	5,000 00	Jan. 10	By Sundries,	2	2,500 00
" 9	" Merchandise,	1	2,500 00	" 27	" J. Humphrey,	2	2,000 00
" 11	" Bills Payable,	1	2,000 00	" 31	" Balance,		11,007 50
" 15	" Sundries,	2	507 50				
" 26	" Burr's Consignm't,	3	1,000 00				
" 31	" Reed & Barber,	4	3,000 00				
	* 16,007 50		16,007 50		* 5,000 00		16,007 50
Feb. 1	To Balance,		11,007 50				

The difference between the Dr. and Cr. side of Bills Receivable, goes to the Balance-sheet. The Cr. side of Bills Receivable cannot be the largest, unless there has been a mistake, for no more notes can be paid with than have been received.

Dr.		BILLS PAYABLE.		Cr.			
1838							
Jan. 30	To Cash, . . . . .	4	800 00	Jan. 1	By Stock, . . . . .	1	1,700 00
" 31	" Balance, . . . . .	1	12,650 00	" 10	" Merchandise, . . . .	1	800 00
				" 11	" Bills Receivable, . .	2	3,000 00
				" 14	" Shipm't. to Orleans, .	1	50 00
				" 31	" J. Burr, . . . . .	4	7,900 00
			<u>12,450 00</u>				<u>12,450 00</u>
				Feb. 1	By Balance, . . . . .		12,650 00

The Dr. column of this account shows how many of the merchant's notes he has paid, and the Cr. column shows what notes he has issued; that is, given to others. The balance of the Dr. and Cr. columns, is the amount the merchant still owes on notes.

The Dr. side of Bills Payable can never be the largest, unless there is a mistake, since no more notes can be redeemed than have been issued.

\* In making the Trial-Balance, the Book-keeper may take the footings of the Dr. and Cr. columns directly to the Trial Balance-sheet, or foot on the folio, in pencil-mark, as above, before transferring the amount to that sheet. The above method, perhaps, has the preference.

4									
Dr.		BURT'S CONSIGNMENT.						Cr.	
1838	Jan. 15	To Cash, . . . .	2	1,100 00	Jan. 18	By Sundries, . . .	2	5,000 00	
	" 25	" Sundries, . . .	4	7,500 00	Jan. 20	" Sundries, . . .	3	4,100 00	
				9,000 00				9,000 00	
This account shows, on the Dr. side how much expense has been incurred on the goods which are consigned to you, to sell for Burt; and the Cr. side how much those goods have sold for. The difference between the Dr. and Cr. columns is transferred to Burt's personal account.									
Dr.		HAMPSHIRE MANUFACTURING COMPANY.						Cr.	
1838	Jan. 31	To Balance, . . .		700 00	Jan. 1	By Stock, . . .	1	700 00	
					Feb. 1	By Balance, . . .		700 00	
This is treated like a person's account.									
Dr.		BELKNAP & HAMERSLY.						Cr.	
1838	Jan. 1	To Stock, . . . .	1	1,500 00	Jan. 31	By Balance, . . .		1,500 00	
	Feb. 1	" To Balance, . .		1,500 00					
The Dr. side of this account shows how much Belknap & Hamersly owe the owner of the books, and the Cr. side how much the owner of the books owes them. The same is true of all Persons' Accounts; consequently, no remarks will be made on the following.									
Dr.		SPALDING & STORRS.						Cr.	
1838	Jan. 2	To Merchandise, . .	1	800 00	Jan. 31	By Balance, . . .		800 00	
	Feb. 1	To Balance, . . . .		800 00					

Dr.		REED & BARBER.		Cr.		5	
1838							
Jan. 31	To Merchandise, . . .	5	3,000 00	Jan. 4	By Merchandise, . . .	1	3,000 00
" "	" Balance, . . .		4,900 00	" 31	" Bills Receivable, . .	4	5,000 00
			6,000 00				0,000 00
				Feb. 1	By Balance, . . . .		4,000 00
Dr.		BROWN & PARSONS.		Cr.			
1838							
Jan. 21	To Merchandise, . . .	5	1,500 00	Jan. 21	By Andrus, Judd, & Franklin, . . . .	4	350 00
				" "	" Balance, . . . .		1,140 00
			1,500 00				1,500 00
Feb. 1	To Balance, . . .		1,140 00				
Dr.		CHARLES SHEPARD.		Cr.			
1838							
Jan. 25	To Shipper's to Orleans, . .	2	5,000 00	Jan. 26	By Cash, . . . .	2	5,000 00
Dr.		JAMES HUMPHREY.		Cr.			
1838							
Jan. 27	To Bills Receivable, . . .	5	2,000 00	Jan. 30	By Sundries, . . . .	4	2,000 00



Dr.		TRIAL-BALANCE.		Cr.	
Jan. 1835.			Inner.		Inner.
	Stock, . . . . .	2,400 00			17,100 00
	Cash, . . . . .	27,310 00	18,833 00		19,500 00
	Bills Receivable, . . . . .	16,007 50	11,007 50		8,457 00
	Bills Payable, . . . . .	800 00			5,000 00
	Merchandise, . . . . .	12,800 00		12,650 00	12,450 00
	Real Estate, . . . . .	1,200 00		300 00	14,100 00
	Interest, . . . . .			200 00	1,400 00
	Charges, . . . . .	337 00	337 00	750 00	7 50
	Ship's to New-Orleans	4,500 00		400 00	5,000 00
	Commission, . . . . .			100 00	100 00
	Profit and Loss, . . . . .	130 00		10 00	100 00
	Hampshire Manu. Co.			700 00	500 00
	Beltrop & Barnsby, . . . . .	1,500 00	1,500 00		
	Spalding & Soers, . . . . .	600 00	600 00		6,000 00
	Wood & Barber, . . . . .	2,000 00		4,000 00	200 00
	Brown & Parsons, . . . . .	1,500 00	1,140 00		7,710 00
	J. Hunt, . . . . .	7,900 00	190 00		
	Wm. H. Inlay, . . . . .	1,400 00	1,400 00		
	Andrus, Judd & Franklin, . . . . .	360 00	360 00		
		22,024 50	35,567 50	35,567 50	32,024 50

*NOTE.*—On the right and left hand *outer* columns will be found the footings of the Dr. and Cr. side of each account in the Ledger. On the right and left hand *inner* columns will be found the difference between the footing of each account in the Ledger. Either process will prove whether the items have been correctly posted to the Ledger.

## QUESTIONS ON A TRIAL-BALANCE.

What is the design of the Trial-Balance?

It is taken to ascertain whether the amounts on the Journal have been correctly posted on the Ledger. You know according to the principles of equilibrium, that the amount of every transaction in trade has two or more distinct entries in the Ledger; that is, there must be as many dollars and cents posted on the Dr. side of the Ledger as there are on the Cr. side.

For example; if you buy of John Olmsted & Co., for cash, merchandise to the value of \$500, you post \$500 at the Dr. column of the Merchandise-account, and also \$500 at the Cr. column of the Cash-Account.

Again, if you buy of Hills & Bolter, merchandise, amounting to \$600, one half for cash and the other half *on account*, you would post \$600, at the Dr. side of Merchandise; and \$300 at the Cr. of Cash, and \$300 at the Cr. of Hills & Bolter's account, in the Ledger. Thus, you perceive in either case, you have an equal amount on each side of the Ledger. Hence, after a month's or year's posting, if you add the Dr. side of each account in the Ledger (in pencil-marks) and the Cr. side of each account, the sum of the Dr. entries will be equal to the sum of the Cr. entries, if the Books have been correctly posted.

I now comprehend entirely the design and process of finding these amounts, but what shall I do with them when obtained?

You will take a sheet of paper, ruled with double money-columns and write on the left hand of it the name of each account which is opened on the Ledger and then you will place the footing of each account against its name on this sheet, the sum of the Drs. in the Dr. column, and the sum of the Crs. in the Cr. column of this sheet.

Suppose the Dr. and Cr. columns of the Trial-Balance sheet do not foot up alike?

The error of course must be ferreted out. It may be in the adding on the Ledger, or it may be that you have taken wrong amounts from the Journal. The mistake in any case, should be found, if it be no more than one cent.

The balance should be taken once in the week or month, depending upon the extent of the business. At the close of each week or month, the footing may be placed at the side of the money column, in *pencil-mark* and remain there. These footings may be entered on the Trial-Balance sheet for the next month, or left, at the option of the Book-keeper. For instance, you take the Trial-Balance for January and carry the footing to the side (in pencil-marks,) of the money-column of each account. At the close of February, you may include merely the transactions of February, or the transactions of January, and February also.

The better way is, however, to include only the amounts that have been posted since the *last Trial-Balance* was taken, till the books are to be balanced, when the whole should be included. Many are in the practice of copying these balances into a book made expressly for that purpose.

Dr.		PROFIT AND LOSS-SHEET.		Cr.	
1890					
Jan 31	To Charges, . . . .	337 00	Jan 31	By Real-Estate, . . .	200 00
" "	" Stock, . . . .	1,500 50	" "	" Interest, . . . .	7 50
			" "	" Ship L. to Orleans, .	400 00
			" "	" Commission, . . .	100 00
			" "	" Profit and Loss, . .	50 00
			" "	" Merchandise, . . .	1,200 00
		2,137 50			2,137 50

# QUERIES ON A PROFIT AND LOSS-SHEET.

Having ascertained by my Trial-Balance that the footings of the two sides of the Ledger are equal, how shall I now proceed ?

*Ans.* I suppose that you have already taken account of Stock, that is, you have fixed some definite value (which value should be no more or less than the property can be sold for) on the merchandise under its various heads, as Cotton, Flour, Sugar ; also, Ships, Real-Estate, Bank, and other Stocks (if such accounts be opened in your Ledger) and make a memorandum of such valuations on the Day-Book.

For example; if you have at the balancing of your Books, Merchandise *unsold*, valued at \$3,000; Real-Estate at \$4,000; Cotton at \$2,000; Merchandise in Company \$6,000; and a Ship at \$14,000, you will place on the Cr. side of Merchandise \$3,000, Cr. side of Real-Estate \$4,000, Cr. side of Cotton \$2,000, Merchandise in Company (if you own half of it) \$3,000, &c., writing on the line with each amount thus carried in "*By Balance.*" In a small business, however, you may have but one of the afore-mentioned accounts, and that *Merchandise* ; for most of those items *might* come under *that* general head.

Why is it necessary to carry in these Balances, in order to find the gain or loss ?

You know that the Dr. side of the Merchandise-account shows how much you have paid for merchandise purchased, and the Cr

side of the same account how much you have received for sales of Merchandise ; and consequently if you purchase \$4,000 worth, and sell \$2,000, the Dr. side of the account would be \$2,000 the largest, which would indicate a loss of \$2,000, that would not be true.

But if you value what you have *unsold*, at a price for which you *could* sell it, say, \$2,500, and carry the same to the Cr. side of the Merchandise-Account, the difference in the footings, \$500, would be a gain.

These *Balances* being carried to the Cr. of their respective accounts, how shall I proceed ?

Take a sheet of paper ruled like that for the Trial-Balance, and write at the head of it, " Profit and Loss-sheet." Then add the two sides of the general Merchandise-Account, and if the *Dr.* side be the largest, the *difference* is a loss and you will carry it to the *Dr.* side of the Profit and Loss-sheet. But if the *Cr.* side be the largest, the difference is a *gain* and you will place it on the *Cr.* side of the Profit and Loss-sheet. Proceed in the same manner with the Slips, Charges, Cotton, Real-Estate, Insurance, Interest, Profit and Loss, Commission, Bank, and other Stocks, Flour, Adventures or Shipments, and Merchandise Co. accounts.

I have obtained the difference of all the above accounts and added up the two sides of the Profit and Loss-sheet ; what is the next step ?

Take the difference between the two columns which, being the *net gain or loss* on your *whole* business, you will carry to the Stock-Account. If the *Dr.* side be the largest you will carry the *difference* to the *Dr.* side of the Stock-Account because it is a loss ; but if the *Cr.* side be the largest, carry the *difference* (in pencil-marks) which is a gain, to the *Cr.* side of the Stock-Account, and add it to the amount already there. You now subtract the amount (if any) on the *Dr.* of the Stock-Account, from the amount on the *Cr.* side of the same account ; and this difference will show you your net property, which of course must be equal to the difference between the two sides of the Balance-sheet, when *this sheet shall have been made out*.

Is there any thing further to be done with the Profit and Loss-sheet ?



Not till you have taken the Balance-Sheet and ascertained that you have all the items correct ; for, if there be a mistake, it *should be corrected on this sheet rather than on the book*. The Profit and Loss-sheet, after proved to be correct, may be transferred, verbatim, to the Profit and Loss-account in the Ledger.

<i>Dr.</i>		BALANCE-SHEET.		<i>Cr.</i>	
1838					
Jan. 31	Merchandise, . . . . .	1,000 00	Jan 31	Bills Payable, . . . . .	21,650 00
" "	Cash, . . . . .	18,852 00	" "	Hampshire Mann. Co. . .	700 00
" "	Bills Receivable, . . . .	11,007 50	" "	Reed & Barber, . . . .	4,000 00
" "	Holmes & Hamersly, . . .	1,500 00	" "	Stock, . . . . .	19,900 00
" "	Spalding & Hoerns, . . .	800 00			
" "	Brown & Parsons, . . . .	1,140 00			
" "	J. Burt, . . . . .	190 00			
" "	Wm. H. Inlay, . . . . .	1,400 00			
" "	Andrus, Judd & Franklin,	500 00			
		<u>36,350 00</u>			<u>21,250 00</u>

## DIRECTIONS

## TO MAKE A BALANCE-SHEET.

Having completed the Profit and Loss-sheet, and carried the difference between the *Dr.* and *Cr.* columns to the Stock-Account, what is the next step?

*Ans.* You will make the Balance-sheet; that is, write down in detail, all the items of property which you possess, which may be merchandise, cash, notes, debts, real-estate, ships, &c., and also your liabilities, which may be notes and personal debts, which *you owe*.

What is the process of ascertaining that fact?

*Ans.* You will take a sheet of paper ruled like the Profit and Loss-sheet, *Cr.* at the right, and *Dr.* at the left-hand side, and,

1st. Add the *Dr.* and *Cr.* columns of the Stock-Account, and place the difference between the two, if the *Cr.* side be the largest, on the *Cr.* column of the Balance-sheet, and, if the *Dr.* side be the largest, carry the difference to the *Dr.* side of the Balance-sheet

2nd. Add the *Dr.* and *Cr.* columns of Cash, and place the difference of the two on the *Dr.* column of the Balance-sheet.

3rd. Add the *Dr.* and *Cr.* columns of Bills Receivable and place the difference on the *Dr.* column of the Balance-sheet.

4th. Add the Dr. and Cr. columns of Bills Payable, and place the difference of the two on the Cr. column of the Balance-sheet.

5th. Add the Dr. and Cr. columns of each Person's Account, and when the Dr. column is the largest, carry the difference between the two, to the Dr. column of the Balance-sheet; but if the Cr. column be the largest, carry the difference of the two to the Cr. column of the Balance-sheet.

What do these balances show or mean?

The *balance*, that is, the difference between the Dr. and Cr. columns of Stock, shows you your *net property*.

The *balance* of Cash, shows how much cash you have received more than you have paid away, and consequently how much you have on hand.

The *balance* of Bills Receivable shows the value of the notes which you hold *unpaid* against other individuals.

The *balance* of Bills Payable is the value of the *unpaid* notes which other individuals hold against you.

The *balance* of a Person's Account, when the Dr. column is the largest, is what that person owes you; if the Cr. column be the largest, you owe that person the *balance*.

Have I nothing to do with the balances of Charges, Interest, Commission, Insurance, Profit and Loss, and Expense-Accounts, in making the Balance-sheet?

You will pass over those accounts, as they show you merely gains and losses, under their respective heads, and not any thing which can be called property. Indeed, all the items which are posted at those Accounts, might be posted at the Profit and Loss-Account *only*, but, as many individuals wish to know how much they pay and receive under those heads *respectively*, they open separate accounts.

Have I any thing to do with the Merchandise-Account?

Pass over it, if your merchandise has all been sold; but if a part of it remains *unsold*, the *value* of it will already have been transferred from the Memorandum to the Cr. side of Merchandise-Account "*By Balance*;" this *balance* you will transfer to the Dr. side of the Balance-sheet.

If, of the merchandise which has been bought, none has been sold, the *value* of the *whole*, which should go to make up the ag-

gregate of property, in the merchant's possession, may be carried to the Dr. column of the Balance-sheet.

Precisely the same course must be pursued with the accounts of Cotton, Flour, Real-Estate, Bank and other Stocks, Ships, and Adventures abroad, if such accounts are opened in your Ledger.

What is to be done with the Private-Account, if I keep one?

The footing of that account was carried to the Dr. side of Stock, and the same amount is to be brought back to the Cr. of Private-Account.

Having now all your *effects*, that is, all your property, on the Dr., and all your liabilities, that is, all the debts you owe, together with the balance of Stock, on the Cr. side of Balance-sheet, add the Dr. and Cr. column, and the one should equal the other.

To what should the *difference* between the Dr. and Cr. column of the Balance-sheet be equal, *not including the balance of Stock* which already appears in the Cr. column?

It should be equal to the difference between the Dr. and Cr. column of the Stock-Account.

Do you mean that the *net gain*, (the Balance of Profit and Loss,) should be added to the amount carried into business, *before* you make the foregoing comparison?

That would be necessary, inasmuch as you wish to find the value of your property at the *present time*.

If the difference between the two sides of Stock is equal to the difference between the two sides of the Balance-sheet, what does it prove?

It proves that you actually show as much property after your debts shall have been paid, as your Stock-Account represents you to be worth. You will remember that the Stock-Account merely shows you the *value* of your property, *without showing in what it consists*; while the Balance-sheet shows *of what* it is composed.

I suppose that the Balance-sheet affords data for opening accounts in a new Ledger?

Yes. You may take the Balance-sheet and open on the Ledger an Account with each person and thing, whose name appears on that sheet, and place the same amount which is found on the Balance-sheet, to its respective account in the new Ledger, "By, or To Balance," from Led. A. or B. When there is room on the old Ledger to post another year's transactions, it may be used

again, but if it is necessary that you open any account on a new Ledger, it is better that they *all* appear there, as such an arrangement saves much trouble in referring from one Ledger to another.

Should this Balance-sheet be copied to the Ledger?

It is *sometimes* copied, and *always* should be, as that book would be imperfect without it.

How often are merchant's books usually balanced?

Once in the year, and usually in January, or when business is dull.

Is the Trial-Balance of any use in making out the Balance-sheet?

The *footing* of the Dr. and Cr. side of each account in the Ledger, will of course appear in the Trial-Balance, which may in most cases be made use of, instead of adding those accounts again.

## DIRECTIONS

### TO EQUILIBRATE LEDGER-ACCOUNTS.

You have now taken the difference between the Dr. and Cr. column of each account in the Ledger, where any differences exist, and placed that difference either on the Profit and Loss-sheet, or on the Balance-sheet, according to the rules laid down for those transfers; how will you next proceed?

I will place such an amount on the *smallest* side of each account as will make the Dr. and Cr. column *equal*, when footed.

Are you obliged to foot these accounts again in order to find the differences of the Dr. and Cr. of them?

No. For the differences are now on the Balance, and Profit and Loss-sheets. I will therefore first examine the Profit and Loss-sheet, and if I find the difference between the Dr. and Cr. column of Merchandise on the Cr. side of the Profit and Loss-sheets, I will transfer that sum to the Dr. column of Merchandise, saying, "To Profit and Loss." But if that difference be on the Dr. column of the Profit and Loss-sheet, I will transfer it to the Cr. column of Merchandise, saying, "By Profit and Loss."

I will proceed in the same manner, as with Merchandise, Charges, Insurance, Interest, Expense, Commission, Cotton, Ships, Adventures, Real-Estate, Bank and other Stocks, and Merchandise Company-Accounts, if I have the difference between the Dr. and Cr. side on the Profit and Loss-sheet.

How will you equilibrate Profit and Loss?

I will place the *difference* on the *smaller* side, saying, "To, or By Stock," as the case may be.

I will next take the Balance-sheet, and if I find in the Cr. column of it, the difference between the Dr. and Cr. side of the Stock-Account, I will transfer that sum to the Dr. side of Stock, saying, "To Balance." But if the difference between the Dr. and Cr. side of that Account be on the Dr. side of the

Balance-sheet, I will transfer the same to the Cr. side of Stock, saying, "By Balance."

I will proceed in the same manner with all Personal Accounts, and Adventures, *where there have been no sales.*

What further will you do with those accounts?

The Dr. and Cr. column of each account will now foot alike, so I will strike a single line under each column, and after adding them up, I will strike a double line, signifying that the Accounts are equilibrated.

## REMARKS ON BOOKS, SET II

Some accountants, especially those who have been in the practice of Journalizing their Books daily, (as Set 1st,) seriously object to the method (as Set 3rd.) This plan, say they, not only compels the Book-keeper to perform, in a short time, the whole labor of Journalizing and Posting the month's transactions, which he might have done at his leisure; but also creates the necessity of examining the Day-Book, in order to make up the bill of an individual, who wishes to settle the same before the monthly Journalizing and Posting shall have been completed. This is an objection, and the only valid one that has been offered to the above method. Then there is an objection also to the lumbersome and tedious process of Journalizing and Posting daily, (that is, each transaction by itself,) as that occupies more room on the Journal and much more on the Ledger, than the monthly plan. To obviate these evils, I have projected and written out Books, Set II., which are Journalized once in a week. This plan, a medium between the daily and monthly method, is new, and is recommended by the author to the merchant, particularly, as affording the greatest possible correctness in keeping accounts. The retailer usually makes a general balance of his cash on Saturday night, and this seems the most appropriate time for bringing up the Books. Let the Book-keeper write on the Journal, the title, "Sundries Dr. To Merchandise," and under this title write the name of each person who has bought Merchandise on account during the past week, affixing the amount purchased on the same line. If any individual has made several purchases in the week, the amounts should be entered on the Journal successively, on the inner column, and the footing entered *long*, so instead of en-



tering each purchase separately to the Ledger, you enter all his purchases for the week to his account in *one* sum.

Having the amounts of all the sales now placed in the outer column, they are to be footed, and the sum of them to be entered at the Cr. side of Merchandise-account, "By Sundries," and each person made Dr. "To Merchandise," for the amount of his purchases during the past week.

The Book-keeper next writes the title, "Merchandise Dr. to Sundries," and places under it each purchase, as above, in order that the sum of the purchases may go to the Dr. side of Merchandise-account "To Sundries."

Under the *above* titles may be Journalized all merchandise bought and sold, except what may have been bought and sold for cash or notes, and that must be arranged according to the rules given for Journalizing in this Set.

The cash transactions of Set 2nd. are entered on the Day-Book, so that the Cash-Book may be dispensed with, or the cash transactions may be entered on the Cash-Book and *not* on the Day-Book. As a general thing, the Cash-Book should be used; as it brings an important part of the business records by itself, and lessens the number of entries in the Day-Book. The form of a Cash-Book, suitable for a retail business, is given with this Set. The Principal Cash-Book is rendered less voluminous by keeping a Petty Cash-Book, and in a retail business especially, it is recommended. The amount of cash in hand in the morning is entered on the Dr. side, and every sum received through the day, except what is received on sales of merchandise. The amount received during the day for merchandise is counted at night, and also entered on the Dr. side of the Cash-Book. All sums paid out during the day should be entered on the Cr. side, when the difference of the two sides will be the amount of cash on hand. This balance is carried to the Dr. side in the morning, and the cash balanced as on the previous day, till the last day of the week, when the balance should be transferred to the Dr. side of the Principal Cash-Book. If any cash has been received or paid *on account*, the entries *should* be made accordingly, on the *Principal Cash-Book*.

## RULES FOR JOURNALIZING.

The Journal (Set 2,) contains a weekly abstract of all the transactions recorded in the Cash-Book, Day-Book, Bill-Book, Invoice-Book, &c., arranged under distinct heads : as,

Under the head, " Cash Dr. To Sundries," enter on the line with each sum of cash received through the week, the name of the person or thing on whose account it was *received*.

Under the head, " Sundries Dr. To Cash," enter on the line with each sum paid out through the week, the name of the person or thing on whose account it was *paid*. (See Journal, Set 2.)

Under the head " Merchandise Dr. to Sundries," enter on the same line with each sum which Merchandise has cost through the week, the name of the person who trusted you, or of the thing that was given as an equivalent for the Merchandise, (excepting Cash.)

Under the head, " Sundries Dr. To Merchandise," enter on the same line with each sum that Merchandise has been sold for through the week, the name of the person whom you trusted, or the thing which was received as an equivalent for the Merchandise, (excepting Cash.)

Under the head, " Bills Receivable Dr. To Sundries," enter on the same line with the amount of each Bill you receive through the week, the name of the person who gives it to you *on account*, or the thing that was given as an equivalent, (excepting Cash and Merchandise.)

Under the head, " Sundries Dr. To Bills Receivable," enter on the same line with the amount of each Bill disposed of through the

week, the name of the person to whom it was given *on account*, or of the thing received as an equivalent, (excepting Cash and Merchandise.)

Under the head, "Sundries Dr. to Bills Payable," enter on the same line with the amount of each note you issue through the week, the name of the person to whom you gave it, or the thing that was received as an equivalent, (excepting those having been Journalized under any of the *above* heads.)

Under the head, "Bills Payable Dr. To Sundries," enter on the same line with the amount of each note you redeem through the week, the name of the thing that you give as an equivalent, (excepting those having been Journalized under any of the foregoing heads.)

Under the head, "Insurance Dr. To Sundries," enter on the same line with each sum that Insurance has cost, the name of the person who trusted you with it, or the thing given as an equivalent.

Average or total losses,  
For all losses sustained on business, enter  
Profit and Loss Dr.  
And for all gains on business, enter  
Profit and Loss Cr.

Shipping Goods to order, enter  
The person (for whose account shipped) Dr. to Sundries  
To Mdse., . . . . for value of Goods.  
" Charges, . . . . for petty expenses.  
" Insurance, . . . . if you get them insured.

When you incur expenses on Goods consigned to you,  
The Consigner's sales, Dr. to the expense.

When the sales are closed, enter  
The Consigner's sales Dr. "To Sundries.  
To Charges, . . . . for sums paid.  
" Interest, . . . . on money advanced.  
" Commission, . . . . for selling the same.  
" the Consigner, . . . for the balance.



**CASH AND DAY-BOOK.**

**SET II.**

**DOUBLE-ENTRY.**

**P. R. POTTER.**

Dr.		HARTFORD, March 1st, 1837.	
1837			
Mar. 1	To Stock, . . . . .	6,000 00	
" 6	" Merchandise, . . . . .	1,800 00	
" "	" " . . . . .	610 00	
			8,410 00
Mar. 8	To Balance, from last week, . . .	8,410 00	
" 9	" Merchandise, . . . . .	41 00	
" 11	" Charles Abernethy, on account, .	100 00	
" 13	" Merchandise, . . . . .	1,050 00	
			9,601 00
Mar. 15	To Balance, from last week, . . .	9,536 00	
" "	" George Corning, on account, .	196 00	
" "	" Stock, . . . . .	1,000 00	
" 20	" Merchandise, . . . . .	500 00	
			11,232 00
Mar. 22	To Balance, from last week, . . .	532 00	
" "	" John Olmsted & Co., on account, .	62 00	
" "	" Merchandise, . . . . .	60 00	
" 23	" Phoenix Bank-Stock, . . . . .	5,100 00	
" 25	" Merchandise, . . . . .	850 00	
" "	" Phoenix Bank-Stock, . . . . .	5,300 00	
" 27	" Merchandise, . . . . .	1,200 00	
			13,100 00
<p>All the cash received is entered on the Dr. page, and all the cash paid out is entered on the Cr. page.</p> <p>This Cash-Book has the same cash entries as the Day-Book. Such transactions need not be entered on the Day-Book, when a Cash-Book is kept.</p>			

HARTFORD, March 1st, 1837.		Cr.
1837		
Mar. 6	By *Balance, to next week, . . . . .	8,410 00
Mar. 12	By Private account, . . . . . 50 00	
" 13	" Profit and Loss, store-rent, &c., . . . 15 00	
" "	" Balance to next week, . . . . 9,536 00	9,601 00
Mar. 9	By Brown & Brothers' consignment, . . . 100 00	
" 19	" Bills Payable, No. 1, . . . . . 500 00	
" 20	" Phoenix Bank-Stock, . . . . . 10,100 00	
" "	" Balance, to next week, . . . . . 532 00	11,232 00
Mar. 25	By Bills Payable, No. 2, . . . . . 3,000 00	
" 27	" Profit and Loss, rent, &c., . . . . . 100 00	
" "	" Private account, . . . . . 100 00	
" "	" Balance, to next week, . . . . . 9,904 00	13,104 00
<p>* No transfer of the Balance is made from the Cash-Book to the Journal; this is merely made use of, in showing how much cash you should find in your drawer at the close of the week.</p>		

1		HARTFORD, March 1st, 1837.	
Inventory of my Effects, commencing business ;			
Cash, . . . . .	6,000 00		
Merchandise, . . . . .	6,000 00		
			12,000 00
Tuesday, 2nd.,			
Sold John Olmsted and Co.,			
8 yds. Broadcloth, . . . @ 4 00 . . .	32 00		
30 " Carpeting, . . . @ 1 00 . . .	30 00		
			62 00
Bought of Howe, Mather, & Co.,			
11 bales Cotton-Check, as per Invoice, . . . . .			500 00
Wednesday, 3rd.,			
Sold George Corning,			
18 yds. superior Broadcloth, @ 10 00 . . .	180 00		
Sundry Goods, . . . . .	16 00		
			196 00
Thursday, 4th.,			
Accepted a Bill drawn by Howe, Mather, & Co.,			
at 16 days sight, . . . . .			500 00
Sold Charles Sheldon,			
On his note, No. 1, 60 days, Merchandise, amounting to,			400 00
Friday, 5th.,			
Received from Stewart & Co., per order, 1 case			
Silks, as per Invoice, . . . . .			3,00 00
Sold Charles Abernethy,			
20 yds. Carpeting, . . . @ 10 00 per yard, . . .			20 00
Saturday, 6th.,			
Sold I. M. Hall, for cash,			
11 pieces Carpeting, . . . @ 50 00 . . .	550 00		
1 piece Silk, . . . . .	60 00		
			610 00



HARTFORD, Saturday, March 6th, 1837.		2
Cash sales this week, amount to . . . . .		1,800 00
<i>Monday, 8th.,</i>		
Sold John King,		
8 yds. Calico, . . . . . @ 50. . . . .	4 00	
Sundry Goods, . . . . .	6 00	
		10 00
<i>" " "</i>		
Bought of John W. Stowell,		
600 palm leaf Hats, . . . . . @ 12 1-2 cts. . . . .	75 00	
<i>Tuesday, 9th.,</i>		
Sold N. Johnson, for cash,		
1 piece Irish Linen, . . . . .	25 00	
Sundry Goods, . . . . .	16 00	
		41 00
<i>" " "</i>		
Accepted a Bill drawn by Stewart & Co., at 14		
days sight, . . . . .	3,000 00	
<i>Wednesday, 10th.,</i>		
Bought of John Olmsted & Co.,		
Merchandise, as per Invoice, . . . . .	100 00	
<i>Thursday, 11th.,</i>		
Received of Charles Abernethy,		
Cash, on account, . . . . .	100 00	
<i>Friday, 12th.,</i>		
Sold E. W. Bull,		
Merchandise, amounting to . . . . .	3 00	
<i>" " "</i>		
Paid cash for private expenses, . . . . .	5 00	
<i>Saturday, 13th.,</i>		
Paid cash for storage, postage, &c., . . . . .	15 00	
<i>" " "</i>		
Accepted a Bill drawn by John Olmsted & Co.,		
at 30 days, . . . . .	62 00	

3 HARTFORD, Saturday, March 13th, 1837.	
Cash sales, this week, amount to . . . . .	1,050 00
<i>Monday, 15th,</i>	
Received from George Corning, Cash, on account, . . . . .	196 00
"    "    "    "    "    "    "	
* Received in cash, a Legacy from a 1st friend, . . . .	1000 00
<i>Tuesday, 16th,</i>	
Sold H King, On his note, Merchandise, amounting to . . . . .	100 00
"    "    "    "    "    "    "	
Sold John Olmsted & Co., Merchandise, as per Sales-Book, . . . . .	62 00
<i>Wednesday, 17th,</i>	
Sold Charles Sheldon, 6 yds. Silk Velvet, . . . @ 3 00 . . . 18 00 12 " Silk, . . . . . @ 1 50 . . . 18 00 10 " Linen Drilling, . . . @ 3 00 . . . 30 00	66 00
"    "    "    "    "    "    "	
Sold John Brown, 1 piece Russia Sheeting, . . . . . 14 00 10 yds. Broadcloth, . . . @ 8 00 . . . 80 00	94 00
<i>Thursday, 18th,</i>	
Bought of the Conn. Silk Manufacturing Company, 100 lbs. Sewing-Silk, . . . @ 8 00 . . . . .	800 00
<i>Friday, 19th,</i>	
Received from Brown & Brothers, Boston, 4 bales Broad- cloth to be sold on their account, Invoiced at 1,100 00 Paid freight and charges in cash, . . . . .	100 00
* When property is given or received without a supposed equivalent, (as above,) it is not a gain or a loss on one's business, therefore, it is carried to the Stock-Account, and set to the Profit and Loss.	

HARTFORD, Friday, March 19th, 1837.		4
Sold H. B. Beach, 1 bale Cotton-Check, . . . . .	60 00	
<hr/> Saturday, 20th,		
Paid my bill, No. 1, in cash, . . . . .	500 00	
<hr/> " " <hr/>		
Bought of George Beach, for cash, 100 shares Phoenix Bank-Stock, \$101 per share, . . . . .	10,100 00	
<hr/> Monday, 22nd,		
Cash sales, this week, amount to . . . . .	500 00	
<hr/> " " <hr/>		
Received from John Olmsted & Co., cash, on account, .	62 00	
<hr/> " " <hr/>		
Sold A. & C. Day, & Co., 4 pieces Broadcloth, belonging to Brown & Brothers, per Sales-Book, . . . . .	1,300 00	
<hr/> " " <hr/>		
Sold E. B. Hall, for cash, 1 bale Cotton-Check, . . . . .	60 00	
<hr/> Tuesday, 23rd,		
Sold Henry King, for cash, 50 shares Phoenix Bank-Stock, at \$102 per share, .	5,100 00	
<hr/> Wednesday, 24th,		
Bought of Stewart & Co., Goods, Invoiced at . . . . .	1,000 00	
<hr/> Thursday, 25th,		
Sold P. Dickinson, for cash, Merchandise, amounting to . . . . .	850 00	
<hr/> " " <hr/>		
Paid my bill, No. 2, in cash, . . . . .	3,000 00	

5 <i>HARTFORD, Friday, March 26th, 1837.</i>	
Sold E. B. Hall, for cash, 50 shares Phoenix Bank-Stock, @ 106 00, . . .	5,300 00
_____ " " _____	
Made up account-sales of Brown & Brothers' Goods. Total sales, . . . . . 1,300 00 Commission, . . . . . 28 75 Brown & Brothers' net proceeds, . . . . . 1,171 25	1,200 00
_____ <i>Saturday, 27th,</i> _____	
Paid charges, rent, &c., in cash, . . . . .	100 00
_____ " " _____	
Sold D. Wadsworth, 7 yards Broadcloth, . . . @ 10 00 . . . . .	70 00
_____ " " _____	
Paid Personal expenses, in cash, . . . . .	100 00
_____ " " _____	
Cash sales, this week, amount to . . . . .	1,200 00
MEMORANDUM.	
Balance of Merchandise, as per Inventory, is valued at, . . . . .	4,500 00

# JOURNAL.

SET II.

DOUBLE-ENTRY.

P. R. POTTER.

1		HARTFORD, March 1st, 1837.	
3	1837	<b>CASH, Dr. to Sundries.*</b>	
		Cash received, 1st. week.	
1	Mar. 1	To Stock, . . . . .	6,000 00
2	" 6	" Merchandise, . . . . .	1,800 00
2	" "	" " . . . . .	610 00
			8,410 00
2		<b>SUNDRIES, Dr. to Merchandise.</b>	
		Merchandise sold, 1st. week.	
5	" 2	John Olmsted & Co., . . . . .	62 00
4	" 3	George Corning, . . . . .	196 00
2	" 4	Bills Receivable, . . . . .	400 00
5	" 5	Charles Abernethy, . . . . .	200 00
			858 00
2		<b>MERCHANDISE, Dr. to Sundries.</b>	
		Merchandise purchased, 1st. week.	
1	" 1	To Stock, . . . . .	6,000 00
5	" 2	" Howe, Mather, & Co., . . . . .	500 00
5	" 5	" Stewart, & Co., . . . . .	3,000 00
			9,500 00
5	" 4	HOWE, MATHER, & CO., Dr. to Bills Payable.	500 00
2			
3		<b>SECOND WEEK.</b>	
		<b>CASH, Dr. to Sundries.</b>	
		Cash received, 2nd. week.	
2	" 9	To Merchandise, . . . . .	41 00
5	" 11	" Charles Abernethy, on account, . . . . .	100 00
2	" 13	" Merchandise, . . . . .	1,050 00
			1,191 00
3		<b>SUNDRIES, Dr. to Cash.</b>	
		Cash paid, 2nd. week.	
1	" 12	Private Account, . . . . .	50 00
1	" 13	Profit and Loss, store-rent, &c., . . . . .	15 00
			65 00

\*The expression *Sundries*, is an abbreviation of *Sundry Accounts*, and is used when there are two or more Drs. to one Cr., and vice versa. So the expression of "*Sundries Dr. To Sundries*," is sometimes used in journalizing, when there are two or more Drs. and two or more Crs.

HARTFORD, March, 8th, 1837.		2
1837		
2	<i>SUNDRIES, Dr. to Merchandise.</i>	
	<i>Merchandise sold, 2nd. week.</i>	
4 Mar. 8	John King, . . . . .	10 00
4 " 13	E. W. Hull, . . . . .	30 00
		<hr/> 40 00
2	<i>MERCHANDISE, Dr. to Sundries.</i>	
	<i>Merchandise purchased, 2nd. week.</i>	
5 " 8	To John W. Stowell, . . . . .	75 00
" 10	" John Olmsted, & Co., . . . .	100 00
		<hr/> 175 00
2	<i>SUNDRIES, Dr. to Bills Payable.</i>	
	<i>Bills issued, 2nd. week.</i>	
5 " 9	Stewart, & Co., . . . . .	3,000 00
5 " 13	John Olmsted, & Co., . . . . .	62 00
		<hr/> 3,062 00
3	<i>THIRD WEEK.</i>	
	<i>CASH, Dr. to Sundries.</i>	
	<i>Cash received, 2nd. week.</i>	
4 " 15	To George Corning, on account, .	196 00
1 " "	" Stock, . . . . .	1,000 00
2 " 20	" Merchandise, . . . . .	500 00
		<hr/> 1,696 00
3	<i>SUNDRIES, Dr. to Cash.</i>	
	<i>Cash paid, 3rd. week.</i>	
6 " 9	Brown & Brothers' consignment, .	100 00
2 " 20	Bills Payable, No. 1, . . . . .	500 00
1 " "	Phoenix Bank-Stock, . . . . .	10,100 00
		<hr/> 10,700 00
2	<i>SUNDRIES, Dr. to Merchandise.</i>	
	<i>Merchandise sold, 3rd. week.</i>	
2 " 16	Bills Receivable, . . . . .	100 00
5 " "	John Olmsted, & Co., . . . . .	62 00
4 " 17	Charles Sheldon, . . . . .	66 00
3 " "	John Brown, . . . . .	94 00
3 " 19	H. B. Beach, . . . . .	60 00
		<hr/> 382 00





# LEDGER,

SET II.

DOUBLE-ENTRY.

P. R. POTTER.

# ALPHABET.

A			K		
Abernethy, Charles	.	5	King, John	.	4
Account, Private	.	1			
B			M		
Bills Payable	.	2	Merchandise,	.	2
Bills Receivable,	.	2			
Bull, E. W.	.	4	O		
Brown & Brothers,	.	4	Olmsted, John & Co.,	.	5
Brown, John	.	3			
Beach, H. B.	.	3	P		
Brown & Brothers' Cons'gt.,	.	6	Profit and Loss,	.	1
C			S		
Cash,	.	3	Stock,	.	1
Cerning, George	.	4	Stowell, John	.	5
Commission,	.	6	Stewart & Co.,	.	5
D			Stock, Phoenix Bank	.	1
Day, A. & C. & Co.,	.	3	Silk Manufacturing Company,	.	2
H			Sheldon, Charles	.	4
Howe, Mather, & Co.,	.	5	W		
			Wadsworth D.	.	3

Dr.				STOCK.*				Cr.				1
1887	Mar. 27	To Private-Account, . . . . .	1	150 00	Mar. 1	By Cash, . . . . .	2	5,000 00				
" "	" "	" Balance, . . . . .		12,540 75	" "	" Merchandise, . . . . .	2	5,000 00				
					" 15	" Cash, . . . . .	2	1,000 00				
					" 27	" Profit and Loss, . . . . .	1	699 75				
				13,690 75				13,690 75				
Dr.				PROFIT & LOSS.				Cr.				
Mar. 12	To Cash, . . . . .	1	15 00	Mar. 27	By Merchandise, . . . . .	2	480 00					
" 27	" " . . . . .	2	100 00	" "	" Phoenix Bank-Stock . . . . .	1	300 00					
" "	" Stock, . . . . .		600 75	" "	" Commission, . . . . .	0	30 75					
			814 75				814 75					
Dr.				PRIVATE-ACCOUNT.				Cr.				
Mar. 12	To Cash, . . . . .	1	50 00	Mar. 27	By Stock, . . . . .	1	150 00					
" 27	" " . . . . .	2	100 00				150 00					
			150 00				150 00					
Dr.				PHOENIX BANK-STOCK.				Cr.				
Mar. 27	To Cash, . . . . .	2	10,100 00	Mar. 27	By Cash, . . . . .	2	5,100 00					
" 27	" Profit and Loss, . . . . .	1	200 00	" 25	" " . . . . .	2	5,200 00					
			10,300 00				10,300 00					

\* The word Stock may mean,  
 1st. The merchandise which the trader has on his hands.  
 2nd. The money invested in Insurance, Canal, Rail-Road, Bank, and other Stocks.  
 3rd. The whole property invested in trade ; as merchandise, cash, notes, and debts. It is taken in the latter sense, when we speak of the Stock-Account.









6										Dr. BROWN & BROTHERS' CONSIGNMENT. Cr.																													
1837		Mar. 19 To Cash, . . . .		2		100 00		Mar. 22 By A. & C. Day, & Co.		2		1,300 00																											
		" 26 " Sundries, . . . .		2		1,300 00																																	
						1,300 00																																	
Dr.										TRIAL-BALANCE.										Cr.																			
Stock, . . . . .																				13,000 00																			
Profit and Loss, . . . .										115 00																													
Private Account, . . . .										150 00																													
Phoenix Bank-Stock, . .										10,100 00										10,400 00																			
Merchandise, . . . . .										11,475 00										7,461 00																			
Commission, . . . . .																				28 75																			
Bills Payable, . . . . .										3,500 00										3,562 00																			
Bills Receivable, . . . .										500 00																													
Conn. Silk Manu. Co. . .																				800 00																			
Cash, . . . . .										23,869 00										13,965 00																			
John Brown, . . . . .										94 00																													
H. B. Beach, . . . . .										60 00																													
A. & C. Day, & Co. . . .										1,300 00																													
D. Wadsworth, . . . . .										70 00																													
John King, . . . . .										10 00																													
E. W. Bull, . . . . .										30 00																													
Brown & Brothers, . . . .																				1,171 25																			
Charles Sheldon, . . . .										66 00																													
Charles Abernethy, . . . .										200 00										100 00																			
John W. Stowell, . . . .																				75 00																			
John Olmsted, & Co. . . .										186 00										162 00																			
Stewart & Co., . . . . .										3,000 00										4,000 00																			
B. & B.'s Cons'gt., . . . .										1,300 00										1,300 00																			
										56,025 00										56,025 00																			
1837.										BALANCE-SHEET.																													
Cash, . . . . .										9,904 00										Bills Payable, . . . .										62 00									
Merchandise, . . . . .										4,500 00										John Stowell, . . . .										75 00									
Bills Receivable, . . . .										500 00										Stewart & Co., . . . .										1,000 00									
Charles Abernethy, . . . .										100 00										Silk Manufac. Co., . .										800 00									
John Olmsted, & Co. . . .										24 00										Brown & Brothers, . .										1,171 25									
J. King, . . . . .										10 00										Stock, . . . . .										13,549 75									
E. W. Bull, . . . . .										30 00																													
Charles Sheldon, . . . .										66 00																													
J. Brown, . . . . .										94 00																													
H. B. Beach, . . . . .										60 00																													
A. & C. Day, & Co. . . .										1,300 00																													
D. Wadsworth, . . . . .										70 00																													
										16,658 00																				16,658 00									



### REMARKS ON BOOKS, SET III.

The Third Set of Books is a record of a Wholesale Dry-Goods Business, conducted by three Partners, for four months, at which time the Books are balanced, the Balance-Sheet taken, showing in *what* their property consists, and the Private-Ledger showing each partner's *share* of the property.

The business is supposed to *continue* in the same hands ; accordingly the Books or Accounts are again opened, which consists merely in bringing down the *Balance* of each account to its *opposite side*.

When the folio becomes so much filled, as to be insufficient for another year's entries, a new account must be opened on another folio, and the Balance of the old account transferred to that, "*By or To Balance.*" See Ledger B, Set 2, Single-Entry.

The plan of Journalizing monthly, which is pursued in this Set of Books, has many advantages over the daily method, and is now adopted in many respectable mercantile houses. Instead of posting the amount of *each* purchase of Merchandise separately, the *sum of all* the purchases through the month, is posted, occupying, of course, but one line in the Ledger. This lessens the liability to mistake, in posting, adding, &c., besides occupying only one line in the Ledger, while the other method would take one for every purchase or sale.

On the debit side of the Cash-Book, are entered all sums of Cash carried into business, or which are afterward received; and on the credit side are entered all sums parted with.

In buying or selling goods for ready money, the first, or original entry containing particulars, is made on some of the subsidiary Books, and the second, or Counter-Entry at the same time, in the Cash-Book.

In paying money on importations, as Consignments or Adventures, the first entry containing particulars, is made in a subsidiary Book, and then entered on the Cash-Book *by the title* of the account on which the sum was paid, with reference to the page of the book on which the first entry was made. The Cash-Book may be balanced daily, weekly, or monthly.

The Balances at the close of each month, are made use of to regulate the Cash-Book, consequently nothing is done with them in Journalizing.

## CO-PARTNERSHIP.

Is when two or more persons unite together and agree to participate in the Profit and Loss, according to their respective shares in the joint capital in trade. Individuals desirous of forming such a partnership shall make, and severally sign a certificate which shall contain,

1st. The name of the firm under which such a partnership shall be conducted.

2nd. The general nature of the business intended to be transacted.

3rd. The names of all the general and special partners interested therein, and their respective places of residence.

4th. The amount of capital which each special partner shall have contributed to the common stock.

5th. The period at which the partnership is to commence, and the time when it shall terminate.

This Indenture, made between Stedman W. Hanks, Nicholas Harris, and Alfred Watkinson, witnesseth: That the said S. W. Hanks, N. Harris, and A. Watkinson, have, in order to better improve their estates, agreed to become co-partners and joint-traders, in transacting a Wholesale Dry-Goods and Grocery Business, under the firm of HANKS, HARRIS & Co., in which they invest \$20,000, in the following proportions, viz :

S. W. Hanks, . . . . .	\$8,000
N. Harris, . . . . .	7,000
A. Watkinson, . . . . .	5,000
	— 20,000

The said S. W. Hanks, N. Harris, and A. Watkinson, further agree, that each partner shall share in the gain or loss arising from their business, in proportion to their respective amounts invested in the joint capital.

Moreover, That this co-partnership shall commence on the first day of June, in the year 1837, and continue till the last day of September of the same year, when the Balance-sheet shall be taken, and a division of the property made, as above stated.

Signed, Hartford, May 8th., 1837, by

{	STEDMAN W. HANKS,
{	NICHOLAS HARRIS,
{	ALFRED WATKINSON.

# CASH-BOOK.

SET III.

DOUBLE-ENTRY.

HANKS, HARRIS, & Co.

1 Dr.		HARTFORD, June 1st, 1837.	
1837		Receipts	
June 1	To Stock, . . . joint capital, . . . .	20,000	00
2 " 30	" Merchandise, . . sold this month, . . .	1,000	00
5		21,000	00
July 1	To Balance, . . . from last month, . . .	9,880	00
6 " 6	" Bills Receivable, No. 1, Hudson & Putnam,	1,800	00
6 " 25	" Hartford Bank, per order, . . . . .	200	00
5		11,880	00
Aug. 1	To Balance, . . . from last month, . . .	7,940	00
6 " "	" Bills Receivable, No. 4, A. Watkinson, .	2,000	00
1 " 2	" Interest on Bill, No. 4, . . . . .	4	66
6 " 24	" Hartford Bank, per order, . . . . .	2,800	00
5		12,744	66
Sep. 1	To Balance, . . . from last month, . . .	3,744	66
7 " 4	" A. & C. Day, & Co., on account, . . . .	4,000	00
6 " 11	" Bills Receivable, No. 3, John Olmsted, .	1,250	00
6 " 14	" " " " 5, H. Hudson, . . .	8,000	00
6 " 20	" " " " 2, S. Tudor, . . . .	800	00
4 " 26	" Ship Europe, . . our third gain, . . . .	700	00
5		18,494	66
<p>This Cash-Book is not journalized, but posted directly to the Ledger. The amount of cash received in June (all the receipts of cash being placed on the Dr. side of the Cash-Book,) is \$30,000 on joint stock, and \$1,000 for value of merchandise. Hence, I place \$31,000 to the Cash-Account in the Ledger, saying, on the Dr. side, "To Sundries, \$31,000." I then place \$30,000 to the Cr. side of Stock, "By Cash," and \$1,000 to the Cr. side of Merchandise, "By Cash." In July, I make Cash Dr. "To Sundries," \$2,000, and make Bills Receivable Cr. \$1,800, and Hartford Bank Cr. \$200. So, each month.</p> <p>The Balance of the Cash-Book is equal to the Balance of the Cash-Account in the Ledger, after posting.</p>			

Cr.		HARTFORD, June 8th, 1837.	2
1837		Payments.	
6 June 8	By Hartford Bank,	deposited this day, . . .	3,000 00
3 " 12	" Charges, . . .	advertising, &c., . . .	120 00
4 " 23	" Ship Europe, . .	our third, . . .	8,000 00
" 30	" Balance, . . .	to next month, . . .	9,880 00
5			21,000 00
3 July 1	By Charges, . . .	store fixtures, . . .	240 00
9 " 12	" A. Watkinson, . .	personal expenses, . . .	400 00
5 " 22	" Bills Payable, . .	No. 1, W. H. Inlay, . .	3,240 00
3 " 30	" Charges, . . .	Petty Cash-Book, . . .	60 00
" 31	" Balance . . .	to next month, . . .	7,940 00
5			11,880 00
3 Aug. 1	By Cotton, . . .	75 bales, per the Swan, .	4,000 00
5 " 2	" Bills Payable, . .	No. 3, Custom-House, .	1,400 00
5 " 4	" " " . . .	" 3 1-2, Collins & Sons, .	2,000 00
8 " 26	" N. Harris, . . .	personal expenses, . . .	400 00
5 " 30	" Bills Payable, . .	No. 2, Hills & Bolter, .	1,200 00
" 31	" Balance, . . .	to next month, . . .	3,744 66
5			12,744 66
5 Sep. 1	By Hartford Bank,	deposited this day, . . .	4,000 00
8 " 8	" S. W. Hanks, . .	personal expenses, . . .	200 00
9 " 13	" R. Watkinson, & Co.,	on account, . . .	1,500 00
3 " 23	" Charges, . . .	rent, &c., . . .	70 00
" 30	" Balance, . . .	to next month, . . .	12,094 66
5			18,494 66

In June, there has been paid \$11,120, to cash, (the payments always being entered on the Cr. side of the Cash-Book.) On the 8th, was paid the Hartford Bank, \$3,000; on the 12th, was paid for Charges, \$120, on the 23rd, was paid for Ship Europe, \$8,000. Therefore, I will place on the Cr. side of the Cash-Account, \$11,120, "By Sundries," (or *Sundry-Accounts*.) Then, I will place \$3,000 to the Dr. of Hartford Bank; \$120 to the Dr. of Charges; \$8,000 to the Dr. of Ship Europe, saying in each case, "To Cash."

The whole payments in July, were \$3,540, which I will post to the Cr. of Cash, and debit Charges, Watkinson, and Bills Payable, each for their amount. Thus with each month.

Nothing is done with the Balances in posting.



**DAY-BOOK,**

**SET III.**

**DOUBLE-ENTRY.**

**HANKS, HARRIS, & Co.**

1 HARTFORD, June 1st, 1837.		
1837		
June 1	Bought of A. M. Collins & Sons, 4 pieces super Cloth, at \$571 61 per piece,	2,286 44
" 2	Sold Hudson & Putnam, Merchandise, as per Sales-Book, Received in payment, their note, No. 1, pay- able in 30 days, . . . . .	1,800 00
" 8	Bought of Howe, Mather, & Co., Goods, as per Invoice, . . . . .	1,200 56
" "	Effected Insurance with John Trust, on Goods, per the Ocean, for New-Orleans. Premium and Policy, . . . . .	80 00
" 14	Shipped, per the Ocean, for New-Orleans, and consigned to Brown & Co., for sales, and re- turns on our account, Goods, as per Invoice, amounting to . . . . . *4,000 00 Charges, at shipping, . . . . . 40 50 Insurance, as above, . . . . . 80 00	4,120 50
" 22	Bought of Wm. H. Inlay, 30 Shares Hartford Bank-Stock, at \$108 per share. Passed in payment, our note, No. 1, at 30 days, . . . . .	3,240 00
" "	Bought, at auction, on joint account with Solo- mon Porter, each one half concerned, 40 hhds. Sugar, as per Invoice, . . . . . 2,400 00 For one half of which, passed our note, No. 2, 60 days, . . . . .	1,200 00
		13,927 50

\*The teacher may give out portions of this Day-Book to his class to study, and they should study the same, so as to be able to give the Journal-entries when the teacher reads them before the class, and the reason why they journalize thus; but not bring the Journal-entries in as paper, as is necessary, for these may be taken from the book.



HARTFORD, July 1st, 1837.		2
July 1	Received from London, Merchandise, by the Atlantic, consigned to us by N. Swan, to be sold for his account, as per Invoice, . \$3,000 00 Passed our note at Custom-House, for duties on the same, at 30 days, . . . . .	1,400 00
" 4	Effected Insurance on \$5,000, with John Trust, on Flour, from J. Hart. Premium and policy,	120 00
" 6	Ordered from J. Hart, New-York, 488 bbls. Flour, at \$10 per bbl., amounting to 4,880 00 Insurance, as above, . . . . . 120 00	5,000 00
" 9	Sold Howe, Mather, & Co., at 6 months, A quantity of Swan's Goods, as per Sales-Book, . . . . .	733 33
" 15	Accepted Collins & Son's Draft, No. 3 1-2, payable to T. M. & J. Allyn, 30 days sight, .	2,000 00
" 20	To accommodate H. L. & C. Porter, we have received their bills, No. 2, on S. Tudor, June 4, 3 m. 800 00 " 3, " J. Olmsted, " 12, 2 m. 1,250 00 " 4, " A. Watkinson, " 18, 1 m. 2,000 00 For which we have granted our Acceptance, No. 4, payable to their order, July 20, 6 mo.,	4,050 00
" 24	Sold Brace & Bunce, at 4 months, 20 hds. Co. A's Sugar, as per Sales-Book,	1,500 00
" 28	Sold Howe, Mather, & Co., A quantity of Swan's Goods, as per Sales-Book,	9,000 00
		23,803 33

3		HARTFORD, August 1st, 1837.	
1837			
Aug. 1	Sold A. & C. Day, & Co., Remainder of Swan's Goods, per Sales-Book,	8,000 00	
" 4	Received of Howe, Mather, & Co., their bill, No. 5, 10 days sight, Aug. 4, on H. Hudson, . . .	8,000 00	
" 8	Made up account-sales, Swan's Goods, per At- lantic, as per Sales-Book, Sales, amount to . . . 17,733 33 For duties posted, . . . 1,400 00 Charges, . . . . . 200 00 Commission, . . . . . 314 33 N. Swan's net proceeds, . . . . 15,819 00	16,333 33	
" 12	Received from Brown & Co., account-sales of Goods, consigned to them, per the Ocean, Net proceeds, . . . . . 5,500 00 For which they have remitted us their bill, No. 6, on Primo, Ward, & King, 30 days sight, which is accepted, . . . . .	5,500 00	
" 23	Bought of Hills & Bolter, 2 months, Cotton Cloth, as per Invoice, . . . . .	3,000 00	
" 24	Bought of Samuel Speculator, 2,750 acres of land in Michigan, at \$2.00 per acre, . . . . . 5,500 00 Indorsed to him in exchange, bill, No. 6, due Sept. 7, . . . . .	5,500 00	
" 26	Received of R. Watkinson & Co., to sell on joint account, 6,000 yards Cotton-Check, as per In- voice, . . . . . 3,000 00 Our half of which is . . . . .	1,500 00	
" 28	Bought of A. & C. Day, & Co., on our bill, No. 5, Aug. 27, 60 days, Goods, as per Invoice, .	1,200 00	
		49,033 33	

HARTFORD, August 30th, 1837.		4
1837 Aug. 30	Sold Daniel Buck & Co., Remainder of Co. A's Sugar, as per Sales-Book,	1,600 00
	<i>September 1st., 1837.</i>	
Sept. 1	Sold Puffing Manufacturing Company, 40 bales Cotton, as per Sales-Book, . . .	2,000 00
" 4	Accepted J. Hart's draft on us, for Flour, shipped last month, No. 6, payable to A. & C. Day, & Co., 60 days, . . . . .	4,880 00
" 6	Made settlement through John Trust, for the total loss of Flour, insured July 4—amount recovered, . . . . .	5,000 00
" 9	Sold R. Watkinson & Co., at 3 months, Remainder of Cotton, as per Sales-Book,	3,000 00
" 12	Sold Howe, Mather, & Co., Cotton-Check, Co. B., as per Sales-Book, .	1,800 00
" 20	Made up account-sales, Co. A's Sugar, Total sales, . . . . . 3,100 00 Our Commission, . . . . . 60 00 Charges for freight, cartage, &c., . . 40 00 Net proceeds to Solomon Porter, 1,500 00	1,600 00
" 23	The Puffing Manufacturing Co. have become insolvent, and we have compromised with them at 50 per cent., Our loss, . . . . . 1,000 00 Received Goods, for balance, . . . 1,000 00	2,000 00
		21,880 00

5		HARTFORD, September 26th, 1837.	
1837			
Sep. 26	Made up account-sales, Co. B.'s Goods, Balance, on hand, . . . 2,000 Commission, . . . . . 36 00 R. Watkinson & Co.'s net proceeds, 882 00		918 00
" 28	Sold A. M. Collins & Sons, Merchandise, as per Sales-Book, . . . .	1,200 00	
" 30	Closed up accounts, this day, and charged the following persons with Interest : A. Watkinson, in't. on \$400, 2 m. 19 days, 5 26 N. HARRIS " " 400, 1 " 5 " 2 33 S. W. Hanks, " " 200, 22 " 73		8 32
" "	Stock is credited by interest on joint capital, \$20,000, 4 months, . . . . .	400 00	
		2,526 32	
MEMORANDUM.			
" "	Balance of Merchandise, as per Inventory, taken this day, amounts to . . . 2,600		
" "	Balance on hand, of Co. B.'s Goods, as per In- ventory, our half of which is 1,000.		
" "	Present value of ship, Europe, 7,700.		
<p>The <i>Memorandum</i>, instead of being made on the <i>Day-Book</i>, as above, is usually recorded on a book purposely prepared, called the <i>Inventory-Book</i>.</p> <p>The value of the above named items of property, must be transferred, each to the Cr. side of its respective account on the <i>Ledger</i>, immediately after the <i>Trial-Balance</i> is taken. Each of those accounts being made Dr. to the value of what was carried into business, and of what was purchased under such heads, is consequently made Cr. for all sums received, and for the value of what remains unsold when the accounts are equilibrated. In this case, the <i>Merchandise</i> is credited \$2,600; <i>Merchandise, Co. B.</i> \$1,000, and <i>ship, Europe</i>, \$7,700.</p>			

# DAILY-JOURNAL.

SET III.

DOUBLE-ENTRY.

HANKS, HARRIS, & Co.

•

1		HARTFORD, June 1st, 1837.	
2	MERCHANDISE, <i>Dr.</i>	<i>Dr.</i> 2,286 44	<i>Cr.</i>
7	<i>To A. M. Collins &amp; Sons,</i>		2,286 44
	Cloth, purchased of them.		
	2nd.,		
6	BILLS RECEIVABLE, <i>Dr.</i>	1,800 00	
2	<i>To Merchandise,</i>		1,800 00
	No. 1, payable, in 30 days.		
	8th.,		
2	MERCHANDISE, <i>Dr.</i>	1,200 56	
7	<i>To Howe, Mather, &amp; Co.,</i>		1,200 56
	"		
1	INSURANCE, <i>Dr.</i>	80 00	
9	<i>To John Trust,</i>		80 00
	On goods, shipped to New-Orleans.		
	14th.,		
2	SHIPMENT TO NEW-ORLEANS, <i>Dr.</i>	4,120 50	
	<i>To Sundries,</i>		
2	<i>To Merchandise, . from store, . . .</i>		4,000 00
3	<i>" Charges, . . . at shipping, . . .</i>		40 50
1	<i>" Insurance, . . . with J. Trust. . .</i>		80 00
	22nd.,		
5	HARTFORD BANK-STOCK, <i>Dr.</i>	3,240 00	
5	<i>To Bills Payable,</i>		3,240 00
	Bought of W. H. Inley.		
	13		
3	MERCHANDISE, CO. A. <i>Dr.</i>	1,200 00	
5	<i>To Bills Payable,</i>		1,200 00
	Purchased, with S. Porter.		
		13,927 50	13,927 50
<p>NOTE.—Where goods are received, to be sold on joint account, as those with Porter, it is necessary to make a separate account with them, that it may be known how much has been paid, and how much received for them.</p> <p>When goods are received, to be sold in that way, we open an account with the first parcel under the title, Merchandise, Company A, and with the second parcel, the title, Merchandise, Company B, and so on alphabetically.</p>			

HARTFORD, July 1st, 1837.		2	
7 5 1 9 4 8 1 7 7 7 5 6 5 6 3 7 7	Ld. page.		
		Dr.	Cr.
		1,400 00	
			1,400 00
		120 00	
			120 00
		5,000 00	
			4,880 00
			120 00
		733 33	
			733 33
		2,000 00	
			2,000 00
		4,050 00	
			4,050 00
		1,500 00	
			1,500 00
		9,000 00	
			9,000 00
		23,803 33	23,803 33

The Ledger is made from this Journal, and not from the Monthly form of Journal, which is on the succeeding pages, that being given as a form and not necessarily connected with this Set of Books, although made from the transactions recorded on Day-Book, Set 3rd.

3		HARTFORD, August 1st, 1837.			
			Dr.	Cr.	
7	A. & C. DAY, & Co., Dr.		8,000 00		
7	To Swan's Consignment,			8,000 00	
	—4th.,—				
6	BILLS RECEIVABLE, Dr.		8,000 00		
7	To Howe, Mather, & Co.,			8,000 00	
	No. 5, on H. Hudson.				
	—8th.,—				
7	SWAN'S CONSIGNMENT, Dr.		16,333 33		
	To Sundries,				
3	To Charges, . . . postage, &c., . . .			200 00	
2	" Commission, . . . our commission,			314 33	
9	" N Swan, . . . net proceeds, . . .			15,819 00	
	—12th.,—				
6	BILLS RECEIVABLE, Dr.		5,500 00		
2	To Consignment to New-Orleans,			5,500 00	
	Received from Brown & Co.				
	—23rd.,—				
2	MERCHANDISE, Dr.		3,000 00		
4	To Hulls & Bolter,			3,000 00	
	For Sugar.				
	—24th.,—				
2	REAL-ESTATE, Dr.		5,500 0		
6	To Bills Receivable,			5,500 00	
	For land, in Michigan.				
	—26th.,—				
3	MERCHANDISE, Co. B., Dr.		1,500 00		
9	To R. Watkinson, & Co.,			1,500 00	
	To be sold, on joint account.				
	—28th.,—				
2	MERCHANDISE, Dr.		1,200 00		
5	To Bills Payable,			1,200 00	
	Passed, to A. & C. Day, & Co.				
			49,033 33	49,033 33	



HARTFORD, August 30th, 1837.			4
		Dr.	Cr.
6	D. BUCK & Co., Dr.	1,600 00	
3	To Merchandise, Co. A.,		1,600 00
3	September 1st.,		
4	PUFFING MANUFACTURING CO., Dr.	2,000 00	
3	To Cotton,		2,000 00
3	4th.,		
8	J. HART, Dr.	4,880 00	
3	To Bills Payable,		4,880 00
	His Draft on us, for Flour		
	6th.,		
9	JOHN TRUST, Dr.	5,000 00	
4	To Flour,		5,000 00
	For Flour, lost at sea.		
	9th.,		
9	R. WATKINSON, & Co., Dr.	3,000 00	
3	To Cotton,		3,000 00
	12th.,		
7	HOWE, MATHER, & Co., Dr.	1,800 00	
3	To Merchandise, Co. B.,		1,800 00
	20th.,		
3	MERCHANDISE, Co. A., Dr.	1,600 00	
	To Sundries,		
2	Commission, . . . our commission, .		60 00
2	Charges, . . . freight, &c., .		40 00
8	S. Porter, . . . net proceeds, .		1,500 00
	23rd.,		
	SUNDRIES, Dr.		
4	To Puffing Manufacturing Co.,		2,000 00
1	Profit and loss, on composition,	1,000 00	
2	Merchandise, . received for balance,	1,000 00	
		21,880 00	21,880 00

5		HARTFORD, September 26th, 1837.	
		Dr.	Cr.
3	MERCHANDISE, Co. B., <i>Dr.</i>	918 00	
	<i>To Sundries,</i>		
2	To Commission, . our commission,		36 00
9	" R. Watkinson & Co., net proceeds,		882 00
	—28th.,		
7	A. M. COLLINS & SONS, <i>Dr.</i>	1,200 00	
2	<i>To Merchandise,</i>		1,200 00
	—30th.,		
1	SUNDRIES, <i>Dr.</i>		
	<i>To Interest,</i>		8 32
9	A. Watkinson, . on cash withdrawn,	526	
8	N. Harris, . " " "	2 93	
8	S. W. Hanks, . " " "	73	
	"		
1	INTEREST, <i>Dr.</i>	400 0	
1	<i>To Stock,</i>		400 0
	On joint capital.		
		2,526 32	2,526 32
<p>It will be seen that the principles here involved in journalizing are the same as those of Journal—Set I. This method of journalizing daily, is the most judicious, where the Journal is a separate book; but where the Day-Book and Journal are the same book, with the Day-Book on one folio, and the Journal on the opposite one, the mode adopted in Set Ist, is recommended.</p>			

## DIRECTIONS

### FOR POSTING FROM THE DAILY JOURNAL

All the sums recorded on the Day and Cash-Books being now arranged on the Dr. and Cr. sides of the Journal, (according to rules given for Journalizing) are next to be posted to the Ledger. The name of every person and thing transferred to the Journal, must be written in a large, round hand, in the Ledger, each occupying one half or a whole page.

The Stock-Account should stand first, and the Profit and Loss-Account, with all others which are kept to ascertain what is made or lost on the business, may be opened on successive folios. The Personal-Accounts may also occupy continuous pages, and the Balance-Account may be the last in the Ledger.

At the Dr. side of any account now opened, post every sum of the *same title* from the Dr. side of the Journal; and at the Cr. of any account in the Ledger, post every sum from the Cr. side of the Journal of the *same title* as that account.

As you post each sum at the Dr. side of its respective account, write on the same line with the sum, the title of the account that is credited for the same amount; that is, the corresponding Journal entry.

#### EXAMPLE.

See, on Journal, page 1, Merchandise on the Dr., and A. M. Collins & Sons on the Cr., \$2,286 44. Next, see those accounts in the Ledger, and on the Dr. side of the Merchandise-Account will be found "To A. M. Collins & Sons," \$2,286 44; and on the Cr. side of A. M. Collins and Sons' account, will be found "By Merchandise," \$2,286 44.

Again: on the same page of Journal, see Bills Receivable on the Dr., and Merchandise on the Cr. side. Next, see those accounts in the Ledger, and on the Dr. side of Bills Receivable, will

be found, "To Merchandise," \$1,800; and on the Cr. side of Merchandise, will be found, "By Bills Receivable," \$1,800.

Hence the rule for posting :

"The thing received is debited *To* the thing given, or *To* the person who has trusted you.

The thing parted with is credited *By* the thing received, or *By* the person whom you have trusted."

When there are two or more Cr. entries and one Dr. entry of the same transaction on the Journal, the account bearing the same title in the Ledger, is made Dr. "To Sundries," and each of the Cr. entries has its account credited *By* the account now debited, for its respective sum.

#### EXAMPLE.

See, on page 1, the Journal-entries of June 14, and then examine the accounts, Consignment to New-Orleans, Merchandise, Charges, and Insurance. Consignment to New-Orleans is Dr. "To Sundries," \$4,120 50; Merchandise is Cr. "By Consignment to New-Orleans," \$4,000; Charges, "By Consignment to New-Orleans, \$40 50; Insurance, "By Consignment to New-Orleans," \$80.

When there is one Cr. and two or more Dr. entries of the same transaction on the Journal, the Cr. entry has its account in the Ledger, Cr. "By Sundries," and the Dr. entries have their accounts made Dr. "To the account now credited."

#### EXAMPLE.

See Journal-entries of September 23rd, and their accounts in the Ledger.

When there are on the Journal, two or more Cr. and Dr. entries of the same transaction, each has its respective account credited and debited "By, and To Sundries."

# MONTHLY-JOURNAL.

SET III.

DOUBLE-ENTRY.

HANKS, HARRIS, & Co

1 HARTFORD, June, 1837.				
2	MERCHANDISE, <i>Dr. to Sundries.</i>			
7	To A. M. Collins, & Sons, 1st., Goods, per Invoice, . . . . .	2,286 44		
7	" Hows, Mather, & Co., 8th., ditto,	1,200 56		
				3,487 00
6	BILLS RECEIVABLE, <i>Dr. to Mdse.</i>			
2nd.,	Hudson & Putnam, No. 1, 30 days,			1,800 00
1	INSURANCE, <i>Dr. To John Trust,</i>			
8th.,	on Goods, per Ocean, for New-Or- leans, . . . . .			80 00
2	SHIPMENT TO NEW-ORLEANS, <i>Dr. to Sundries.</i>			
2	To Merchandise, 14th, amounting to . .	4,000 00		
3	" Charges, . . . at shipping, . . .	40 50		
:	" Insurance, as above, . . . . .	80 00		
				4,120 50
5	SUNDRIES, <i>Dr. To Bills Payable,</i>			
5	Hartford Bank-Stock, 22nd., . . . .	3,240 00		
3	Merchandise, Co. A., . . . . .	1,200 00		
				4,440 00
HARTFORD, July, 1837.				
5	SUNDRIES, <i>Dr. to Bills Payable.</i>			
7	Swan's Con'sgt. 1st., No. 3, for duties,	1,400 00		
7	A. M. Collins, & Sons, 15th, . . . .	2,000 00		
6	Bills Receivable, 20th., . . . . .	4,050 00		
				7,450 00

\* This Journal is made from Day-Book, Set 2, embodying all the transactions of 4 months business, in a monthly form. Ledger, Set 3, is not made from this Journal, but, as many practices thus made of Journalizing, I give this as the most judicious plan of a Monthly Journal. Rules for Journalizing and posting, monthly, immediately succeed this form.

HARTFORD, July, 1837.		2	
1 9	INSURANCE, <i>Dr. to John Trust.</i>		
	4th, on Flour. Premium and Policy,		120 00
4	FLOUR, <i>Dr. to Sundries.</i>		
6	To J. Hart, 480 bbls. Flour, 6th, . . .	4,880 00	
1	" Insurance, 6th, . . . . .	120 00	
			5,000 00
7 7	HOWE, MATHER, & CO. <i>Dr. to Swan's</i> <i>Consignment.</i>		
	9th, as per Sales-Book, . . . . .	733 33	
	28th, " " " " . . . . .	9,000 00	
			9,733 33
6 3	BRACE & BUNCK, <i>Dr. to Merchandise,</i> <i>Company A.</i>		
	24th, as per Sales-Book, . . . . .		1,500 00
	HARTFORD, August, 1837.		
2	MERCHANDISE, <i>Dr. to Sundries.</i>		
4	To Hills & Bolter, 23rd, . . . . .	3,000 00	
5	" Bills Payable, 28th, . . . . .	1,200 00	
			4,200 00
6	BILLS RECEIVABLE, <i>Dr. to Sundries.</i>		
7	To Howe, Mather, & Co., 4th, . . . . .	8,000 00	
2	" Consignment to New-Orleans, 12th, . . . . .	5,500 00	
			13,500 00
7	SWAN'S CONS'GT., <i>Dr. to Sundries.</i>		
3	To Charges, 8th, . . . . .	200 00	
2	" Commission, 8th, . . . . .	314 33	
9	" N. Swan, 8th, . . . . .	15,819 00	
			16,333 33

3		HARTFORD, August, 1837.		
7 7 7	Look page 2	A. & C. Day, & Co., <i>Dr. to Swan's Consignment 1st.</i> , . . . . .		8,000 00
3 6		REAL-ESTATE, <i>Dr. to Bills Receivable, 24th.</i> , . . . . .		5,500 00
3 9		MERCHANDISE, Co. B., <i>Dr. to R. Wat- kinson, &amp; Co., 26th.</i> , . . . . .		1,500 00
6 2		D. BUCK, & Co., <i>Dr. to Merchandise, Company A., 30th.</i> , . . . . .		1,600 00
		HARTFORD, September, 1837.		
3 9 2		MERCHANDISE, Co. B., <i>Dr. to Sundries, To R. Watkinson &amp; Co., 26th.</i> , . . . . .	882 00	918 00
		" <i>Commission, 26th.</i> , . . . . .	36 00	
3 4 9		SUNDRIES, <i>Dr. to Cotton, Puffing Manufacturing Co., 1st.</i> , . . . . .	2,000 00	5,000 00
		R. Watkinson, & Co., 9th., . . . . .	3,000 00	
8 5		J. HART, <i>Dr. to Bills Payable, 4th.</i> , . . . . .		4,880 00
9 4		JOHN TRUST, <i>Dr. to Flour, 6th.</i> , . . . . .		5,000 00
7 3		HOWE, MATHER, & Co., <i>Dr. to Mer- chandise, Co. B., 12th.</i> , . . . . .		1,800 00



HARTFORD, September, 1837.		4	
3	MERCHANDISE, Co. A., <i>Dr. to Sundries,</i>		
2	To Commission, 20th., . . . . .	60 00	
3	" Charges, . . . . .	40 00	
8	" S. Porter . . . . .	1,500 00	
			1,600 00
4	SUNDRIES, <i>Dr. to Puffing Manu. Co.</i>		
2	Merchandise, 23rd., . . . . .	1,000 00	
1	Profit and Loss, . . . . .	1,000 00	
			2,000 00
7	A. M. COLLINS & SONS, <i>Dr. to Merchandise,</i> 28th., . . . . .		
2			1,200 00
1	INTEREST, <i>Dr. to Stock,</i> 30th., . . . . .		
1			400 00
1	SUNDRIES, <i>Dr. to Interest,</i>		
9	A. Watkinson, 30th., . . . . .	5 26	
8	N. Harris, " . . . . .	2 33	
8	S. W. Hanks, . . . . .	73	
			8 32

# INVENTORY

OF GOODS TAKEN SEPTEMBER 30th, 1837, IS AS FOLLOWS.

Sept. 30				
" "	230 yds. Linen,	@ 25 cts.	62 50	
" "	80 " Cotton,	@ 12 1-2 cts.	10 00	
" "	50 " Carpeting,	@ \$2,00	100 00	
" "	25 " Broadcloth,	@ \$4,00,	100 00	
" "	10,000 Spools Thread,	@ 1 ct.	100 00	
" "	5 lbs. Sewing Silk,	@ \$3,00,	15 00	
" "	100 skeins Yarn,	@ 25 cts.	25 00	
" "	40 pairs Woolen Hose,	@ 50 cts.	20 00	
" "	400 " Cotton,	@ 25 cts.	100 00	
" "	200 yds. Sheetting,	@ 10 cts.	20 00	
" "	400 " Shirting,	@ 12 1-2 cts.	50 00	
" "	800 pairs Mittens,	@ 12 1-2 cts.	100 00	
" "	3,000 doz. Pearl Buttons,	@ 3 cts.	90 00	
" "	200 " Brass,	@ 12 cts.	24 00	
" "	500 pieces Tape,	@ 6 cts.	30 00	
" "	50 Horse Blankets,	@ \$1,00,	50 00	
" "	25 Ladies Muffs,	@ \$4,00,	100 00	
" "	3 pieces Cassimer,	@ \$25,00,	75 00	
" "	7 " Satinet,	@ \$12,00,	84 00	
" "	1-2 yd. Vesting,		50	
" "	20 hhds. Sugar,	@ \$50,00,	1,000 00	
" "	80 bbls. Flour,	@ \$5,00,	400 00	
" "	4 bags Coffee,	@ \$11,00	44 00	
				\$2,600 00

When an Inventory is taken, all the items should be entered into a book, prepared for that purpose, called the INVENTORY-BOOK.

# DIRECTIONS

## TO POST THE MONTHLY JOURNAL

*Where Cash is received,*

1st.  
Cash, Dr. { Debit Cash "To Sundries," for the whole amount of Cash received through the month. And, Credit the several accounts, "By Cash," \*each for its respective amount.

*Where Cash is paid away,*

2nd.  
Cash, Cr. { Credit Cash "By Sundries," for the whole amount paid out through the month. And, Debit the several accounts, "To Cash," \*each for its respective amount.

*Where Notes are received,*

3rd.  
Bills Receivable, Dr. { Debit Bills Receivable, "To Sundries," for the whole amount of Bills received this month. And, Credit the several accounts "By Bills Receivable," \*each for its respective amount.

*Where you part with Bills Receivable,*

4th.  
Bills Receivable, Cr. { Credit Bills Receivable "By Sundries," for all such bills parted with through the month. And, Debit the several accounts "To Bills Receivable," \*each for its respective amount.

*Where you redeem your own Notes,*

5th.  
Bills Payable, Dr. { Debit Bills Payable "To Sundries," for the whole amount of such bills redeemed through the month. And, Credit the respective accounts "By Bills Payable," \*each for its respective amount.

*Where you part with your own Notes,*

6th.  
Bills Payable, Cr. { Credit Bills Payable, "By Sundries," for the whole amount of Bills parted with in the month. And, Debit the several accounts, "To Bills Payable," \*each for its respective amount.

*Where Merchandise is purchased,*

7th. Merchandise, Dr.	{	Debit Merchandise, "To Sundries," for the whole amount purchased through the month. And, Credit the several accounts, "By Merchandise," *each for its respective amount.
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*Where Merchandise is sold,*

8th. Merchandise, Cr	{	Credit Merchandise, "By Sundries," for the whole amount sold through the month. And, Debit the several accounts, "To Merchandise," *each for its respective amount.
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*Where Goods consigned, are sold,*

9th. Sundries, Dr. To Sales, (Consignor's name.)	{	Credit Sales, (consigner's name,) "By Sundries," for all sales in the month. And, Debit the several accounts, "To Sales," (consigner's name,) *each for its respective amount.
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*When Account-Sales ‡ made up*

10th. Sales (Consignor's name,) Dr. to Sundries	{	Debit Sales (consigner's name,) for all expense on said Goods in the month. And, Credit the several accounts, "By Sales," (consigner's name,) *each for its respective amount.
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\* 1st. "Each account." The account of each Person who has paid the owner of the Books, Cash on account, and of each thing for which Cash has been received.

\* 2nd. The account of each Person to whom the owner of the Books has paid Cash on account, and of the thing received as an equivalent for the Cash.

\* 3rd. The account of each Person who has given the owner of the Books, his Note on account, and of the thing given as an equivalent for the Note.

\* 4th. The account of the thing received as an equivalent for the Note.

\* 5th. The account of the thing given to redeem the Note.

\* 6th. The account of each Person to whom the owner of the Books has given his Note on account, and of the thing received as an equivalent for the Note.

\* 7th. The account of each Person who has trusted the owner of the Books for Merchandise, and of the thing given as an equivalent for Merchandise.

\* 8th. The account of each Person whom the owner of the Books has trusted for Merchandise, and of the thing received as an equivalent for Merchandise.

\* 9th. The account of each Person who has bought of the consigned goods, on account, and of the thing received as an equivalent for consigned goods.

\* 10th. The account of Commission, Insurance, Charges, and of the Consigner of the net proceeds.

‡ Each purchaser gives something as an equivalent for what he purchases, or pledges himself as to do hereafter; hence, when any account is made Dr. \$5,000, one or more accounts must be credited for an equal amount; and vice versa.

# LEDGER.

SET III.

DOUBLE-ENTRY.

HANKS, HARRIS, & Co.

# ALPHABET.

B.		Hartford, Bank-Stock, . . .	5
Bills Payable, . . . . .	5	Hanks, S. W. . . . .	8
Bills Receivable, . . . . .	6	Harris, N. . . . .	8
Bank, Hartford, . . . . .	6	Hart, J. . . . .	8
Brace & Bunce, . . . . .	6	I.	
Buck, Daniel & Co., . . . . .	6	Insurance, . . . . .	1
C.		Interest, . . . . .	1
Cash, . . . . .	5	M.	
Commission, . . . . .	2	Merchandise, . . . . .	2
Charges, . . . . .	3	P.	
Collins, A. M. & Sons, . . . . .	7	Porter, Solomon . . . . .	8
Company A, . . . . .	3	Profit and Loss, . . . . .	1
Consignment to New-Orleans, . . . . .	2	Puffing Manufacturing Co., . . . . .	4
Consignment, Swan's, . . . . .	7	R.	
Cotton, . . . . .	3	Real-Estate, . . . . .	2
Company B, . . . . .	3	S.	
D.		Stock, . . . . .	1
Day, A. & C. & Co. . . . .	7	Ship Europe, . . . . .	4
F.		Swan, N. . . . .	9
Flour, . . . . .	4	T.	
H.		Trust, John . . . . .	9
Howe, Mather & Co., . . . . .	7	W.	
Hills & Bolter, . . . . .	4	Watkinson, A. . . . .	9
		Watkinson, R. & Co.. . . .	9

Dr.		STOCK.		Cr.	
1837					
Sept. 30	To K. Harris, . . .	1	400 33	June 1	By Cash, . . .
" "	" S. W. Harris, . . .	2	200 75	Sept. 30	" Interest, . . .
" "	" A. Wilkinson, . . .	3	405 25	" "	" Profit and Loss, . . .
" "	" Balance, . . .		22,349 99		
			22,558 31		
				Oct. 1	By Balance, . . .

11 B. & Co., have, on the present opening of the books, a joint capital of \$23,000 00, having increased in the last four months, \$1,949 99. This account should be credited by the interest on the capital invested.

Dr.		INSURANCE.		Cr.			
1837							
June 8	To John Trust, . . .	1	60 00	June 14	By Consign't. to N. O. . .	1	60 00
July 4	" " " " " " " " " " " "	2	120 00	July 6	" By Flour, . . .	2	120 00
			180 00				180 00

In this case, the same amounts have been received for insurance as have been paid out for the same, and the account is closed.

Dr.		INTEREST.		Cr.	
1837					
Sept. 30	To Stock, . . . . . 1	400 00	Aug. 2	By Cash, . . . . . 1	4 08
			Sept. 30	" Sundries, . . . . . 5	8 22
			" "	" Profit and Loss, . . . 1	357 08
		400 00			400 00

The Stock Account is entitled to the same interest as if the money was lent on interest, and such partner is charged interest on the sums withdrawn from the concern. Interest has cost us \$357 08 more than we have received, which we have consequently lost, and must go to the Dr. of Profit and Loss.

Dr.		PROFIT AND LOSS.		Cr.			
1837							
Sept 23	To Pulling Manu. Co.	4	1,000 00	Sept. 30	By Merchandise, . . .	2	1,813 06
" 30	" Charges, . . .	2	839 50	" "	" Ship, Europe, . . .	4	400 00
" 15	" Interest, . . .	1	257 02	" "	" Shipment to N. O., . . .	2	1,779 50
" 40	" Stock, . . .	3	3,558 31	" "	" Company A., . . .	3	200 00
				" "	" Cotton, . . .	2	1,000 00
				" "	" Commission, . . .	2	450 33
				" "	" Company B., . . .	3	289 00
			5,754 83				5,754 83

This is a synopsis of all the gains and losses on our business for the four past months. The difference of the two sides, being a net gain, is transferred to the credit side of the Stock Account, and added with what we carried into business, shows the amount of our present property. The Commission-Merchants, hiring his rest and advertising by the year, places all sums received for advertising and storing goods consigned to him, to the credit side of Profit and Loss.

2		Dr.		COMMISSION.		Cr.	
1837							
Sept. 30	To Profit and Loss, . . .	1	410 33	Aug. 8	By Swan's Cons'gt., . .	3	314 33
				Sept. 20	" Merchandise, Co. A. .	4	60 00
				" 25	" Merchandise, Co. B. .	5	30 00
			410 33				410 33

We have received \$410 33, for selling goods for sundry individuals, which is a net gain, and goes to the credit of Profit and Loss.

Dr.		CONSIGNMENT TO NEW-ORLEANS.				Cr.	
1837							
June 14	To Sundries, . . .	1	4,490 50	Aug. 12	By Bills Receivable, . .	3	5,500 00
Sept. 30	" Profit and Loss, . . .	3	1,370 50				
			5,860 00				5,500 00

The goods shipped to New-Orleans have all been sold, and we have gained on the same \$1370 50, which goes to the Cr. of Profit and Loss.

Dr.		MERCHANDISE.		Cr.			
1837							
June 1	To A. M. Collins & Sons	1	2,350 41	June 2	By Bills Receivable, . .	1	1,800 00
" 8	" Brown, Marker & Co.	1	1,000 50	" 14	" Cons'gt. to N. O. . .	1	4,000 00
Aug 30	" Bills & Notes, . . .	2	3,000 00	" 20	" Cash, . . .	1	1,900 00
" 25	" Bills Payable, . . .	3	1,200 00	Sept 25	" A. M. Collins & Sons . .	5	1,200 00
Sept 21	" Pulling Mann Co. . .	4	1,000 00	" 30	" Balance, . . .		2,000 00
" 30	" Profit and Loss, . . .	1	1,912 00				
			10,560 00				10,500 00
Oct. 1	To Balance, . . .		2,500 00				

The Balance, \$2,500, is the value of Merchandise unsold and is carried to the Dr. of Balance-sheet.

Dr.		REAL-ESTATE.		Cr.		
1837						
Aug 24	To Bills Receivable,	3	5,500 00	Sept. 30	By Balance, . . . .	5,500 00
Oct. 1	To Balance, . . . .		5,500 00			

Our Real-Estate is unsold, valued at cost, \$5,500. This, and all Merchandise-Accounts, also Personal-Accounts, may be debited to Interest, at the option of the owner of the books. The \$5,500 goes to the Dr. side of the Balance-sheet.



3

Dr.	CHARGES.	Cr.					
1837							
June 12	To Cash, . . . . .	1	120 00	June 14	By Cons'gt. to N. O.,	1	40 50
July 1	" " . . . . .	2	240 00	Aug. 8	" Swan's Cons'gt.,	2	200 00
" 30	" " . . . . .	3	60 00	Sept. 30	" Company A.,	4	40 00
Sept. 23	" " . . . . .	2	700 00	" 30	" Profit and Loss,	1	830 50
			<u>1,120 00</u>				<u>1,120 00</u>

In this case we have paid out \$630 50, in the shape of Charges, more than we have received, which is a loss, and is carried to the Dr. side of Profit and Loss.

Dr.	MERCHANDISE, Co. A.	Cr.					
1837							
June 22	To Bills Payable, . . .	1	1,200 00	July 24	By Brace & Bunce, . .	2	1,500 00
Sept. 30	" Sundries, . . . .	4	1,000 00	Aug. 30	" D. Bock & Co., . .	4	1,600 00
" 30	" Profit and Loss, . .	1	300 00				
			<u>3,100 00</u>				<u>3,100 00</u>

These goods have all been sold, and we have realized on the same \$350 over and above all expenses, which is transferred to the Cr. of Profit and Loss.

Dr.	MERCHANDISE, Co. B.	Cr.					
1837							
Aug. 25	To R. Watkinsen & Co	2	1,500 00	Sept. 12	By Howe, Mather, &	4	1,800 00
Sept. 25	" Sundries, . . . .	5	918 00	" 30	" Co., . . . . .		1,000 00
" 30	" Profit and Loss, . .	1	382 00		" Balance, . . . .		1,000 00
			<u>2,800 00</u>				<u>2,800 00</u>
Oct. 1	To Balance, . . . .		1,000 00				

In this Company Account, we are entitled to one half the balance, \$2,000, the other party being entitled to the other half. Our gain is \$382, which is carried to the Cr. of Profit and Loss, but the Balance, \$1,000, goes to the Dr. side of the Balance-sheet.

Dr.	COTTON.	Cr.					
1837							
Aug. 1	To Cash, . . . . .	2	4,000 00	Sept. 1	By Puffing Mass. Co.,	4	2,000 00
Sept. 30	" Profit and Loss, . .	1	1,000 00	" 30	" R. Watkinsen & Co.,	4	2,000 00
			<u>5,000 00</u>				<u>5,000 00</u>

The Cotton is all sold, and we have gained on the same \$1,000.

4		SHIP EUROPE.		Cr.			
1837							
June 23	To Cash, . . . . .	2	\$,000 00	Sept 26	By Cash, . . . . .	1	700 00
Sept 30	= Profit and Loss, . . . . .	1	400 00	" 20	= Balance, . . . . .		7,700 00
			8,400 00				8,400 00
Oct. 1	To Balance, . . . . .		7,700 00				

We have entered \$400, on ship Europe, having the ship on our hands, valued at \$7,700. The \$400 goes in the Cr. of Profit and Loss.

We have gained \$400, on ship Europe, having the ship on our hands, valued at \$7,700. The \$400 goes to the Cr. of Profit and Loss.

Dr.		FLOUR.		Cr.	
1837					
July 6	To Sundries. . . . .	2	5,000 00	Sept. 6	By John Trust, . . . . .
				4	5,000 00

This is an Account of Flour which was lost at sea, but the value of which we have recovered of the underwriters, through John Trust, the Agent. The account is closed. When an account is closed, it furnishes no data for a new account under the same title, and if entries are made under the same head, there is no balance to be carried forward.

Dr.		PUFFING MANUFACTURING CO.				Cr.	
1837							
Sept. 1	To Cotton, . . . . .	4	2,000 00	Sept. 23	By Sundries, . . . . .	4	2,000 00

Dr.		HILLS & BOLTER.		Cr.	
1837					
Sept. 30	To Balance, . . . . .		3,000 00	Aug. 23	By Merchandise, . . . . . 4 3,000 00
				Oct. 1	By Balance, . . . . . 3,000 00

We owe Hills & Bolter the balance, \$3,000, which goes to the Cr. of the Balance-sheet.

Dr.		CASH.		Cr.		5
1837						
June 30	To Sundries, . . . . .	2	11,000 00	June 30	By Sundries, . . . . .	1
July 31	" " . . . . .	2	1,000 00	July 31	" " . . . . .	2
Aug. 31	" " . . . . .	2	4,500 66	Aug. 31	" " . . . . .	2
Sept. 30	" " . . . . .	2	14,750 00	Sept. 30	" " . . . . .	2
				" "	" Balance, . . . . .	1
			42,354 66			
Oct. 1	To Balance, . . . . .		12,094 66			

The balance of this account, \$12,094 66 is the amount of cash on hand, at the close of business, and goes to the Dr. of the Balance-sheet.

Dr.		BILLS PAYABLE.		Cr.			
1837							
July 22	To Cash, . . . . .	2	2,240 00	June 22	By Hartford Bank-Pk., . . . . .	1	1,240 00
Aug. 2	" " . . . . .	2	1,400 00	" 22	" Merchandise, Co. A., . . . . .	1	1,200 00
" 4	" " . . . . .	2	2,000 00	July 1	" Swan's Com'gt., . . . . .	2	1,400 00
" 30	" " . . . . .	2	1,200 00	" 15	" A. M. Collins, & Sons, . . . . .	2	2,000 00
Sept 30	" Balance, . . . . .	2	10,120 00	" 20	" Bills Receivable, . . . . .	2	4,050 00
				Aug 28	" Newlinshire, . . . . .	3	1,200 00
				Sept. 4	" J. Hart, . . . . .	4	4,880 00
			17,970 00				17,970 00
				Oct. 1	By Balance, . . . . .		10,120 00

We owe on Bills, the balance, \$10,120, which goes to the Cr. side of the Balance-sheet.

Dr.		HARTFORD BANK-STOCK.				Cr.	
1837							
June 22	To Bills Payable . . . .	1	3,940 00	Sept. 30	By Balance, . . . .	3,940 00	
Oct. 1	To Balance, . . . .		3,940 00				
						</	

We have here, property in Hartford Bank-Stock, amounting to \$3,940, which goes to the Dr. side of the Balance-sheet.

It will be seen that in this Ledger, the Balances are all brought down: that is, the Accounts are re-opened.

6		Dr.		BILLS RECEIVABLE.		Cr.	
1837							
June 2	To Merchants, . . .	1	1,500 00	July 6	By Cash, . . .	1	1,500 00
July 30	" Bills Payable, . .	2	4,000 00	Aug 1	" " " " " "	1	2,000 00
Aug 4	" Howe, Mather, & Co., . . .	2	8,000 00	" 24	" Real Estate, . .	3	5,300 00
" 12	" Consignment to New-Orleans, . .	2	5,500 00	Sept. 11	" Cash, . . .	1	1,250 00
				" 14	" " " " " "	1	8,000 00
				" 20	" " " " " "	1	800 00
			19,500 00				12,250 00

Here is no balance, all the Bills having been paid, and the account is said to be closed.

Dr.		HARTFORD BANK.		Cr.			
1837							
June 8	To Cash, . . . . .	2	3,000 00	July 25	By Cash, . . . . .	1	200 00
Sept. 1	" " " " " " " "	2	4,000 00	Aug. 31	" " " " " " " "	1	2,500 00
				Sept 20	" Balance, . . . . .		4,000 00
			<u>7,000 00</u>				<u>7,000 00</u>
Oct. 1	To Balance, . . . .		4,000 00				

The Hartford Bank owes us, at the close of business, the difference of the two sides of the account, \$4,000, which goes to the Dr. side of the Balance-sheet.

Dr.		BRACE & BUNCE.		Cr.		
1837						
July 26	To Merch'dise, Co. A.,	2	1 500 00	Sept 30	By Balance, . . . .	1,500 00
Oct. 1	To Balance, . . . .		1,500 00			

Brace & Bence owe us the balance, \$1,500, which is carried to the Dr. of the Balance-sheet.

Dr.		DANIEL BUCK & Co.		Cr.	
1837					
Aug. 28	To Company A, . . . .	4	1,600 00	Sept. 30	By Balance, . . . .
Oct. 1	To Balance, . . . .		1,600 00		
</					

D. Buck & Co., owe us the balance, \$1,600, which goes to the Dr. side of the Balance-sheet.

<i>Dr.</i> SWAN'S CONSIGNMENT.				<i>Cr.</i> 7			
1837				July 9	By Howe, Mather, & Co.,		
July 1	To Bills Payable, . . .	2	1,400 00	" 25	" " " "	2	732 32
Aug. 6	" " sundries, . . .		16,332 32	Aug. 1	" A. & C. Day, & Co.,	3	8,000 00
							17,732 32
							17,732 32

This is an account of the goods consigned to us by Swan, all of which have been sold, and the account closed. This account is said to be closed because the two sides are equal, without carrying in any balance.

<i>Dr.</i> A. M. COLLINS & SONS.				<i>Cr.</i>			
1837				June 1	By Merchandise, . . .	1	2,285 44
July 15	To Bills Payable, . . .	2	2,000 00	Sept. 30	" Balance, . . . .		912 56
Sept. 15	" Merchandise, . . .	3	1,000 00				3,200 00
			3,000 00				
Oct. 1	To Balance, . . . .		912 56				

A. M. Collins & Sons owe us the balance, \$912 56, which goes to the Dr. side of the Balance-sheet.

<i>Dr.</i> HOWE, MATHER, & CO.				<i>Cr.</i>			
1837				June 8	By Merchandise, . . .	1	1,200 50
July 9	To Swan's Cons'gt., . .	9	732 32	Aug. 4	" Bills Receivable, . .	3	8,000 00
" 21	" " " " " " " " " "	2	9,000 00	Sept. 30	" Balance, . . . .		2,332 77
Sept. 15	" Company B. Mch., . .	4	1,400 00				11,532 32
			11,532 32				
Oct. 1	To Balance, . . . .		2,332 77				

Howe, Mather, & Co., owe us the balance, \$2,332 77, which goes to the Dr. side of the Balance-sheet.

<i>Dr.</i> A. & C. DAY, & CO.				<i>Cr.</i>			
1837				Sept. 4	By Cash, . . . .	1	4,000 00
Aug. 1	To Swan's Cons'gt., . .	3	8,000 00	" 20	" Balance, . . . .		4,000 00
			8,000 00				8,000 00
Oct. 1	To Balance, . . . .		4,000 00				

A. & C. Day, & Co., owe us the balance, \$4,000, which goes to the Dr. of the Balance-sheet.

Dr.		N. HARRIS.		Cr.	
1837					
Aug. 25	To Cash, . . . .	2	400 00	Sept. 30	By Stock, . . . .
Sept. 30	" Interest, . . . .	5	2 33		
			402 33		402 33
					402 33

See Private-Lodger.

Dr.		S. W. HANKS.		Cr.	
1827					
Sept 5	To Cash, . . . .	2	200 00	Sept. 30 By Stock, . . . .	200 73
" 20	" Hutchins, . . . .	3	73		
			200 73		200 73

Dr.		J. HART.		Cr.	
1837					
Sept. 4	To Bills Payable . . .	4,880	00	July 4	By Flour, . . . . .
					4,880
					00

This is robustly observed.

<i>Dr.</i>	SOLGMON PORTER.	<i>Cr.</i>
1837 Sept. 30 To Balance, . . . .	1,500 00	Sept. 20 By Company A. . . 4 1,500 00
		Oct. 1 By Balance. . . . . 1,800 00

We owe Solomon Porter the balance, \$1,500, which goes to the Cr. side of the Balance-sheet.

Dr.		R. WATKINSON & Co.		Cr.		9	
1887							
Sept. 9	To Cotton, . . . .	4	3,000 00	Aug. 30	By Company B, . . .	2	1,500 00
" 12	" " " " " " " "	2	1,300 00	Sept. 30	" " " " " " " "	5	850 00
				" 30	" Balance, . . . .		2,150 00
			4,500 00				4,500 00
Oct. 1	To Balance, . . . .		2,150 00				

In this case, R. Watkinson & Co. owe us the balance, \$2,150, which goes to the Dr. of the Balance-sheet.

Dr.		JOHN TRUST.		Cr.			
1887							
Sept. 5	To Flour, . . . .	4	5,000 00	June 8	By Insurance, . . . .	1	50 00
				July 4	" " " " " " " "	2	130 00
				Sept 30	" Balance, . . . .		4,800 00
			5,000 00				5,000 00
Oct. 1	To Balance, . . . .		4,800 00				

John Trust owes us the balance, \$4,800, having, as our agent, received \$5,000 of the underwriters, on Flour lost. The \$4,800 goes to the Dr. side of the Balance-sheet.

Dr,		A. WATKINSON.		Cr.		
1887						
July 12	To Cash, . . . . .	2	400 00	Sept. 30	By Stock, . . . . .	400 00
Sept. 30	" Interest, . . . . .	3	5 20			
			<u>405 20</u>			<u>405 20</u>

Dr.		N. SWAN.		Cr.	
1887					
Sept. 30	To Balance. . . . .	15,819	00	Aug. 8	By Swan's Cons'gt., . . .
				Oct. 1	" Balance. . . . .
					15,819 00
					15,819 00

We owe N. Swan the balance, \$15,819, which is carried to the Cr. side of the Balance-sheet.

We owe N. Swan the balance, \$15,819, which is carried to the Cr. side of the Balance-sheet.

Dr. TRIAL-BALANCE, FOR JUNE, 1837.		Cr.	
Stock, . . . . .			20,000 00
Cash, . . . . .	21,000 00		11,120 00
Merchandise, . . . .	3,487 00		6,800 00
Bills Payable, . . . .			4,410 00
Bills Receivable, . . .	1,800 00		
Insurance, . . . . .	80 00		80 00
Charges, . . . . .	120 00		40 50
Hartford Bank, . . . .	3,000 00		
Ship Europe, . . . . .	8,000 00		
A. M. Collins & Sons, . .			2,286 44
Howe, Mather, & Co., . .			1,200 56
John Trust, . . . . .			80 00
Cons'gt. to N. Orleans, .	4,120 50		
Hartford Bank Stock, . .	3,240 00		
Company A., . . . . .	1,200 00		
	46,047 50		46,047 50

  

Dr. TRIAL-BALANCE, FOR JULY, 1837.		Cr.	
Cash, . . . . .	2,000 00		3,940 00
Bills Payable, . . . . .	3,240 00		7,450 00
Bills Receivable, . . . .	4 050 00		1,800 00
Insurance, . . . . .	120 00		120 00
Charges, . . . . .	300 00		
Hartford Bank, . . . . .			200 00
A. M. Collins & Sons, . .	2,000 00		
Howe, Mather, & Co., . .	9,733 33	J. Hart, . . . . .	4,880 00
		John Trust, . . . . .	120 00
A. Watkinson, . . . . .	400 00	Company A., . . . . .	1,500 00
Swan's Consignment, . .	1,400 00		
Brace & Bunce, . . . . .	1,500 00		9,733 33
Flour, . . . . .	5,000 00		
	29,743 33		29,743 33

It will be remembered, from the remarks on the Trial-Balance belonging to Books, Set I, that the design of it is to show whether the sums have been correctly posted from the Journal to the Ledger. The same number of dollars and cents should be posted to the Dr. as to the Cr. side of the Ledger, and, if this has been done, it is evident that the *amount* of the *debit* entries will equal the *amount* of the *credit* entries when added; that is, the Dr. and Cr. columns of the Trial will be equal when added.

The Trial of Ledger, Set III, is taken monthly, for June, July, August, and September. This method is usually pursued in business. The Balance-sheet also, appears on following page; in the Dr. Column of which are enumerated the effects, and in the Cr. column the liabilities (except the amount transferred from the Stock-Account, which is merely placed there to balance the sheet) of the concern, when the Balance-sheet was taken.



Dr. TRIAL-BALANCE, FOR AUGUST, 1837.		Cr.
Cash, . . . . .	4,804 <sup>56</sup> / <sub>100</sub>	9,000 <sup>00</sup> / <sub>100</sub>
Merchandise, . . . . .	4,200 <sup>00</sup> / <sub>100</sub>	
Bills Payable, . . . . .	4,600 <sup>00</sup> / <sub>100</sub>	1,200 <sup>00</sup> / <sub>100</sub>
Bills Receivable, . . . . .	13,500 <sup>00</sup> / <sub>100</sub>	7,500 <sup>00</sup> / <sub>100</sub>
Commission, . . . . .		314 <sup>33</sup> / <sub>100</sub>
Interest, . . . . .		4 <sup>66</sup> / <sub>100</sub>
Charges, . . . . .		200 <sup>00</sup> / <sub>100</sub>
Hartford Bank, . . . . .		2,800 <sup>00</sup> / <sub>100</sub>
Howe, Mather & Co., . . . . .		8,000 <sup>00</sup> / <sub>100</sub>
Cons'gt. to N. Orleans, . . . . .		5,500 <sup>00</sup> / <sub>100</sub>
Company A., . . . . .		1,600 <sup>00</sup> / <sub>100</sub>
N. Harris, . . . . .	400 <sup>00</sup> / <sub>100</sub>	
Swan's Consignment, . . . . .	16,333 <sup>33</sup> / <sub>100</sub>	8,000 <sup>00</sup> / <sub>100</sub>
Cotton, . . . . .	4,000 <sup>00</sup> / <sub>100</sub>	
N. Swan, . . . . .		15,819 <sup>00</sup> / <sub>100</sub>
Hills & Bolter, . . . . .		3,000 <sup>00</sup> / <sub>100</sub>
A. & C. Day, & Co., . . . . .	8,000 <sup>00</sup> / <sub>100</sub>	
Real-Estate, . . . . .	5,500 <sup>00</sup> / <sub>100</sub>	
Company B., . . . . .	1,500 <sup>00</sup> / <sub>100</sub>	
R. Watkinson & Co., . . . . .		1,500 <sup>00</sup> / <sub>100</sub>
D. Buck & Co., . . . . .	1,600 <sup>00</sup> / <sub>100</sub>	
	64,437 <sup>99</sup> / <sub>100</sub>	64,437 <sup>99</sup> / <sub>100</sub>
Dr. TRIAL-BALANCE, FOR SEPTEMBER, 1837.		Cr.
Stock, . . . . .		400 <sup>00</sup> / <sub>100</sub>
Cash, . . . . .	14,750 <sup>00</sup> / <sub>100</sub>	6,400 <sup>00</sup> / <sub>100</sub>
Merchandise, . . . . .	1,000 <sup>00</sup> / <sub>100</sub>	1,200 <sup>00</sup> / <sub>100</sub>
Profit and Loss, . . . . .	1,000 <sup>00</sup> / <sub>100</sub>	
		Bills Payable, . . . . . 4,880 <sup>00</sup> / <sub>100</sub>
		Bills Receivable, . . . . . 10,050 <sup>00</sup> / <sub>100</sub>
Interest, . . . . .	400 <sup>00</sup> / <sub>100</sub>	8 <sup>32</sup> / <sub>100</sub>
Charges, . . . . .	700 <sup>00</sup> / <sub>100</sub>	40 <sup>00</sup> / <sub>100</sub>
J. Hart, . . . . .	4,880 <sup>00</sup> / <sub>100</sub>	Commission, . . . . . 96 <sup>00</sup> / <sub>100</sub>
		Flour, . . . . . 5,000 <sup>00</sup> / <sub>100</sub>
Hartford Bank, . . . . .	4,000 <sup>00</sup> / <sub>100</sub>	
A. M. Collins & Sons, . . . . .	1,200 <sup>00</sup> / <sub>100</sub>	
Howe, Mather & Co., . . . . .	1,800 <sup>00</sup> / <sub>100</sub>	
John Trust, . . . . .	5,000 <sup>00</sup> / <sub>100</sub>	
Company A., . . . . .	1,600 <sup>00</sup> / <sub>100</sub>	Ship Europe, . . . . . 700 <sup>00</sup> / <sub>100</sub>
S. W. Hanks, . . . . .	200 <sup>73</sup> / <sub>100</sub>	Solomon Porter, . . . . . 1,500 <sup>00</sup> / <sub>100</sub>
N. Harris, . . . . .	233	Cotton, . . . . . 5,000 <sup>00</sup> / <sub>100</sub>
A. Watkinson, . . . . .	526	A. & C. Day & Co., . . . . . 4,000 <sup>00</sup> / <sub>100</sub>
Company B., . . . . .	918 <sup>00</sup> / <sub>100</sub>	1,800 <sup>00</sup> / <sub>100</sub>
R. Watkinson & Co., . . . . .	4,500 <sup>00</sup> / <sub>100</sub>	882 <sup>00</sup> / <sub>100</sub>
	41,956 <sup>32</sup> / <sub>100</sub>	41,956 <sup>32</sup> / <sub>100</sub>

TRIAL-BALANCE.			
Dr.	FOR JUNE, JULY, AUGUST, AND SEPTEMBER		Cr.
Interest, . . . . .	400 00	Stock, . . . . .	20,400 00
Profit and Loss, . . .	1,000 00	Commission, . . . .	12 98
Cons'gt. to N. Orleans,	4,120 50		410 33
Merchandise, . . . . .	8,687 00		5,500 00
Real-Estate, . . . . .	5,500 00		8,000 00
Charges, . . . . .	1,120 00		280 50
Merchandise, Co. A., .	2,800 00		3,100 00
Merchandise, Co. B., .	2,418 00		1,800 00
Cotton, . . . . .	4,000 00		5,000 00
Ship Europe, . . . . .	8,000 00		700 00
Cash, . . . . .	42,554 66	Hills & Bolter, . . .	3,000 00
Bills Payable, . . . .	7,840 00		30,460 00
Hartford Bank-Stock,	3,240 00		17,970 00
Hartford Bank, . . . .	7,000 00		3,000 00
Brace & Bunce, . . . .	1,500 00		
Daniel Buck & Co., . .	1,600 00		
A. M. Collins & Sons,	3,200 00		2,286 44
Howe, Mather & Co., .	11,533 33		9,200 56
A. & C. Day, & Co., . .	8,000 00		4,000 00
N. Harris, . . . . .	402 33		
S. W. Hanks, . . . . .	200 75	S. Porter, . . . . .	1,500 00
R. Watkinson & Co., .	4,500 00		2,382 60
John Trust, . . . . .	5,000 00		200 00
A. Watkinson, . . . . .	405 26	N. Swan, . . . . .	15,819 00
	135,021 81		135,021 81

  

BALANCE-SHEET.			
Dr.			Cr.
Cash, . . . . .	12,091 66	Bills Payable, . . . .	10,130 00
Merchandise, . . . . .	2,600 00	N. Swan, . . . . .	15,819 00
A. M. Collins & Sons,	913 56	Hills & Bolter, . . . .	3,000 00
Howe, Mather, & Co., .	2,332 77	Solomon Porter, . . . .	1,500 00
John Trust, . . . . .	4,800 00	Stock, . . . . .	22,949 99
Hartford Bank, . . . .	4,000 00		
Hartford Bank-Stock,	3,240 00		
R. Watkinson & Co., .	2,118 00		
Brace & Bunce, . . . .	1,500 00		
A. & C. Day, & Co., . .	4,000 00		
Real-Estate, . . . . .	5,500 00		
Daniel Buck & Co., . .	1,600 00		
Merchandise, Co. B., .	1,000 00		
Ship Europe, . . . . .	7,700 00		
	53,398 99		53,398 99

**PRIVATE LEDGER.**

SET III.

**DOUBLE-ENTRY.**

HANKS, HARRIS, & Co.

R\*

1		Dr.		STOCK.		Cr.	
1837							
June 1	To Bondries, . . .		20,000 00	Sept. 30	By S. W. Hanks, . . .	1	200 72
Sept. 30	" Interest, . . .	2	400 00	" "	" N. Harris, . . .		400 00
" "	" Profit and Loss, . .	1	3,550 31	" "	" A. Watkinson, . .	1	400 00
				" "	" Balance, . . .		21,940 91
			23,950 31				23,940 31
Oct. 1	To Balance, . . . .		22,940 91				
		Dr.		INTEREST.		Cr.	
1837							
Sept. 30	To S. W. Hanks, . . .		100 00	Sept. 30	By Stock, . . . .		400 00
" "	" N. Harris, . . . .		100 00				
" "	" A. Watkinson, . . .		100 00				
			400 00				400 00
		Dr.		PROFIT AND LOSS.		Cr.	
1837							
Sept. 30	To S. W. Hanks, . . .		1,423 78	Sept. 30	By Stock, . . . .		3,550 31
" "	" N. Harris, . . . .		1,215 41				
" "	" A. Watkinson, . . .		659 50				
			3,298 69				3,550 31
REMARKS ON THE PRIVATE-LEDGER.							
<p>At the commencement of a co-partnership, it is only necessary to debit cash, To Stock, for the capital in trade, without particularizing the shares; or in opening a new Set of Books, where the business has been continued, to credit the Stock-Account, "By Balance," for all net capital. The share which each partner holds in the concern, is entered in the Private-Ledger, as the following, to which the Partners only, and their confidential clerk, have access.</p> <p>Hence, in the Ledger in daily use, the general Stock-Account contains on the Cr. side, the extent of the company's original Capital, the interest on it, with the Profit; and on the Dr. side, the Loss, if that exceed the Profit. The Private-Account of each partner, contains on the debit side, what he withdraws from the capital.</p> <p>The PRIVATE-LEDGER contains the following accounts:</p> <p>1st. The Stock-Account, which contains on the Dr. side, the amount of the company's capital, the interest on it, and the net profit; and on the credit side, the amount withdrawn by each of</p>							



BILLS.				
No.	When given.		Drawn by	Payable to whom, and where.
1	June	22	Ourselves,	W. H. Inlay, Hartford.
2	"	"	"	Hills & Bolter, "
3	July	1	"	Custom-House, New-York.
4	"	15	Collins & Sons,	T. M. & J. Allyn, Hartford.
5	"	20	H. L. & C. Porter.	His order.
5	August	28	Ourselves.	A. & C. Day & Co. "
6	Sept.	4	J. Hart.	A. & C. Day & Co. "
BILLS.				
No.	When received.		On account of whom, and where.	On whom drawn.
1	June	2	Hudson & Putnam, Hartford.	Themselves.
2	July	20	H. L. & C. Porter, "	S. Tudor.
3	"	"	" " "	John Olmsted & Co.
4	"	"	" " "	A. Watkinson.
5	August	4	Howe, Mather, & Co. "	H. Hudson.
6	"	12	Brown & Co., New-Orleans.	Prime, Ward & King.

On this Book are entered all the Bills received or issued, giving date, amount, time to run, &c.

When I draw on another person, or he gives me his note, *on account*, I debit Bills Receivable, "*To the Person*," that is, the giver or acceptor, as the case may be.

If I indorse that Bill to a person, *on account*, the Person is made Dr. "*To Bills Receivable*."

If I dispose of it for cash, or otherwise, the thing received as an equivalent is made Dr. "*To Bills Receivable*," and Bills Receivable are credited by the account debited.

When I accept a person's draft on me, or give him my note, (which is virtually the same thing,) the person is made Dr. "*To Bills Payable*." When I give it otherwise than *on account*, the thing received as an equivalent is Dr. "*To Bills Payable*." When I redeem my bill, Bills Payable are made Dr. to the thing\* given as an equivalent.

\* When I say "thing given as an equivalent," (as I have made use of this term frequently,) I mean Cash, Merchandise, Real-Estate, Shipping, Bills, &c.

PAYABLE.			
Term.	When due.	Amount.	Remarks.
30 days.	July 22	3,240 00	
60 "	Aug. 21	1,200 00	
30 "	July 31	1,400 00	
20 days' sight.	Aug. 4	2,000 00	
6 months.	Jan. 20	4,050 00	
60 days.	Oct. 28	1,200 00	
" "	Nov. 4	4,880 00	
RECEIVABLE.			
Term.	When due.	Amount.	Remarks.
30 days.	July 2	1,800 00	
3 months.	Sept. 4	800 00	
2 months.	Aug. 12	1,250 00	
1 "	July 18	2,000 00	
10 days' sight	August 14	8,000 00	
30 " "	Sept. 7	5,500 00	

This Book is to be examined frequently, in order to learn when the Bills become mature, that they may be paid.

Bills payable are those Bills for which the owner of the Books is responsible, when due.

Bills Receivable are those bills for which other persons are responsible to the owner of the Books, when due.

Bills are usually drawn in the currency of the country where they are to be paid.

When notes are lodged in a Bank for collection, the Bank is made Dr.. "To Bills Receivable."

1 HARTFORD, November 1st., 1837.			
Inventory of my effects, at date is,			
Cash in hand, . . . . .	15,000 00		
Merchandise at Invoice, . . . . .	6,000 00		
H. Chittenden owes me, on account, . . . . .	800 00		
			21,800 00
I owe sundry persons, on notes, . . . . .			
			1,500 00
Sold Lee & Butler, for cash, Merchandise, per Sales-Book, page 1, . . . . .			
			800 00
Sold Henry Hudson, on account, Merchandise, per Sales-Book, 2, . . . . .			
			680 00
Bought of Richmond & Coleman, Mdse., on my note, drawn at 30 days, . . . . .			
			2,000 00
Sold S. Spencer, & Co., Merchandise, on their note, drawn at 60 days, . . . . .			
			2,500 00
Sold S. W. Goodridge, Mdse., . \$1,000 00 Received in payment, his note, at 30 days, for Cash for the balance, . . . . .			
	2,000 00	2,000 00	
			4,000 00
Sold Hudson & Putnam, Merchandise, on account, . . . . .			
			300 00
For mutual accommodation, I have exchanged notes with Erastus Smith, Esq., each drawn at 95 days, . . . . .			
			1,000 00



HARTFORD, November 24th, 1837.		2
Shipped by the Great Western, for London, and consigned to Hudson & Co., to be sold on my account, 1,000 bbls. Flour, at \$4 00	4,000 00	
Passed my note, to the Marine Insurance Co., for Premium and Policy, on \$4,166 66	166 66	4,166 66
—25th,—		
Bought of Nicholas Harris, for cash, Merchandise, per Invoice-Book, . . . .		2,000 00
—28th,—		
Bought of H. B. Chaffee, Merchandise, on my note, drawn at 4 months, per Invoice-Book,		4,000 00
—30th,—		
Sold Warburton & King, for cash, at 2 per cent. premium, a set of exchange, drawn at sight, on Hudson & Co., London, for 675 pounds sterling, . . . . .	3,000 00	
Premium, . . . . .	60 00	3,060 00
—		
Bought at auction, for cash, Merchandise, per Invoice-Book, . . . .		875 00
—January 8th,—		
Received from Hudson & Co., an account- sales of Flour, consigned to them by the Great Western. Net proceeds, which I place to their debit, is, . . . . .		6,000 00
MEMORANDUM.		
Mdse., unsold at date, is valued at \$7,000 00		
<small>NOTE.—This Day-Book is given without any Journal or Ledger, from which advanced classes may make a Journal, (like Journal set 1) and then construct the Ledger, the Trial-Balance, and Balance-sheets of which will be found on the following page.</small>		

<i>Dr.</i> TRIAL-BALANCE—SET IV.		<i>Cr.</i>
Stock, . . . . .	1,500 00	21,800 00
Cash, . . . . .	20,860 00	2,875 00
Merchandise, . . . . .	14,875 00	12,280 00
H. Chittenden, . . . . .	800 00	
Henry Hudson, . . . . .	680 00	
Bills Receivable, . . . . .	5,500 00	
Bills Payable, . . . . .		8,666 66
Hudson & Putnam, . . . . .	300 00	
Adventure to London . . . . .	4,166 66	6,000 00
Hudson & Co., . . . . .	6,000 00	3,000 00
Profit and Loss, . . . . .		60 00
	54,681 66	54,681 66
<i>Dr.</i> BALANCE-SHEET—SET IV.		<i>Cr.</i>
Stock, . . . . .		26,598 34
Cash, . . . . .	17,985 00	
Merchandise, . . . . .	7,000 00	
H. Chittenden, . . . . .	800 00	
Henry Hudson, . . . . .	680 00	
Bills Receivable, . . . . .	5,500 00	
Bills Payable, . . . . .		8,666 66
Hudson & Putnam, . . . . .	300 00	
Hudson & Co., . . . . .	3,000 00	
	35,265 00	35,265 00

In journalizing the foregoing Day-Book, remember that  
 The *Dr.* side of the Cash-Account, shows your receipts, and  
 The *Cr.* side of the Cash-Account shows your payments of cash.  
 The *Dr.* side of the Merchandise-Account, shows your cost, and  
 The *Cr.* side of the Merchandise-Account, shows your sales of  
 Merchandise.

The *Dr.* side of a Person's-Account, shows what he owes you, and  
 The *Cr.* side of a Person's-Account, shows what he has paid you.  
 The *Dr.* side of the Bills Receivable-Account, shows other men's  
 notes received.

The *Cr.* side of the Bills Receivable-Account, shows their notes  
 parted with.

The *Dr.* side of the Bills Payable-Account, shows your notes  
 which you redeem.

The *Cr.* side of the Bills Payable-Account, shows the notes which  
 you issue.

## MANNER OF KEEPING BANK-BOOKS.

The number of Books kept in a Bank must depend much upon the amount of business transacted. The following are the Books commonly used, viz :

1st. The Journal, or Day-Book, kept by the Cashier.

The committee appointed to receive the first or all the installments, are made Dr. to the same, (say \$120,000,) and when they pay over the same to the Board of Directors or President, they are credited for the amount.

*When the Stock is subscribed for,*

Sundries are Dr. to Stock in Co.

The Stock-Account in the Ledger must be credited \$120,000, and (suppose four subscribers investing \$30,000 each, in shares,) each subscriber is made Dr. \$30,000.

*When the Subscriptions, or Installments are paid,*

Stock in Co. is Dr. to Sundries.

Stock in Co. is Dr. \$120,000, and each subscriber is credited \$30,000. Cash is then made Dr. "To Sundries," \$120,000, and each subscriber is credited "By Cash," \$30,000.

2nd. The Expense-Book gives a record of all the expenses, as the salaries of the President, Cashier, clerks, &c. These expenses are entered by the Cashier, every six months, when a dividend is declared by the Board of Directors. The account is then closed by Profit and Loss.

3rd. The Deposit-Book, in which there is one column for the name of the depositors, one for the amounts deposited, and one for each of the Book-keepers. Each Book-keeper has the names allotted to him alphabetically, and he removes the amounts coming under his letters into his columns, to prevent confusion in posting. As,

## DEPOSITE-BOOK.

		From A to G	From G to O.	From O to Z.
July	of Horatio A. den, . . . . .	12,000	12,000	
"	of Samuel Tudor, . . . . .	16,000		16,000
"	of William H. Insley, . . . . .	12,000		
		40,000		

4th. The Transfer-Book, on which are recorded the shares transferred from one individual to another, and which is closed some days before the dividend is declared, during which time no transfer can be made.

5th. The Statement-Book. This Book the Cashier lays before the Directors twice in the week, (more or less, as the custom may be,) at which time they meet to discount the notes offered, and to ascertain the state of the funds from this Book. As,

Dr.	STATEMENT-BOOK.		Cr.
Specie on hand,	45,000 00	Notes in circulation,	40,000 00
Bills discounted,	110,000 00	Capital Stock,	120,000 00
Notes of other Banks,	30,000 00	Dividends received,	8,000 00
Banking House,	25,000 00	Surplus fund,	14,200 00
Expenses paid	2,500 00	Deposits,	60,400 00
	242,500 00		242,600 00

6th. The Stock-Ledger, on which every stockholder's account is opened and credited for his shares of Stock, and debited for his transfers.

When notes are discounted by the Bank, debit Bills Receivable "To Cash," for the net amount paid by the Bank.

When the Bills are paid or redeemed, make Cash *Dr. To Bills Receivable*, for the sum paid by the Bank and *To Discount* for the amount of discount on the note.

*When the Bank loans an Individual money, on Interest,*

The individual is *Dr. "To Cash,"* and when he pays the original sum and interest, Cash is made *Dr. to the Individual* and to Interest.

When a transfer of shares is made, the seller is made *Dr. to* the buyer for the amount of the transfer.

If a dissolution of the company take place, each stockholder is made *Dr. "To Cash,"* for the amount of shares refunded.

If any stockholder forfeits his shares by non-payment of the remainder, his account must be closed To Profit and Loss, and he is no longer considered a stockholder.

*When the Dividend is declared,* debit Profit and Loss "To Sundries," for the amount of the dividend, and credit each stockholder for his share of it "By Profit and Loss."

*When the Dividend is paid,* debit each stockholder "To Cash" for the amount of his share, and credit Cash "By Sundries," for the whole dividend paid.

*When the Cash-Account is balanced,* debit the Balance-Account "To Cash," for the stockholder's capital, and credit the Cash-Account "By Balance," for the same.

*When the Stockholder's-Accounts are balanced,* debit each Stockholder's-Account for this amount of shares, "To Balance," and credit the Balance-Account, "By Sundries," for the whole capital.

#### A BANK MAY BE,

1st. A Bank of *deposit*, like the Savings Banks, where they receive deposits at a low rate of interest, and lend the money to individuals on *real-estate* for *security*, without issuing any paper currency.

2nd. A Bank of *deposit and discount*, where moneys are received in deposit, usually without interest, and where notes are discounted at the risk of the Banking Company,—The deposits in some Banks are so great, that with a small capital, the Directors can discount all the good paper which is offered.

3rd. A Bank of *deposit, discount, and circulation*, at which moneys are received in deposit, notes discounted, as above stated, and which issues the capital invested, or more, in paper currency,—The Company are permitted by the acts of incorporation, to issue a given amount of their notes on a given amount of bullion, or coins of gold or silver.

Stocks are property owned by government or individuals, in moneyed institutions, roads, bridges, manufactories, &c. When the shares sell above their original cost, they are said to be *above par*, and when they sell for less, they are said to be *below par*.

The British Stocks are, the three per cent. consolidated Annuities, produced by about £400,000,000, sterling, formed in part by the consolidation of several stocks, bearing interest at 3 per cent. When the term *consols*, is used indefinitely, in speaking of stocks, it has reference to these annuities.

Five per cent. Irish Annuities, are produced by about £2,000,000 sterling, formed by loans, for the use of Ireland, before the Union.

Stock of the Bank of England, amounts to £12,000,000, sterling, from which the company have accommodated the government with various loans, and carry on the banking business, purchase bullion, &c. The profits of the company are £1,200,000 sterling, per annum.

India Stock forms the trading capital of the East-India Company. The stock is about £6,000,000, producing a dividend of 10 1-2 per cent., per annum.

Bank Long Annuities; so called, from the annual payments being from their origin, made payable at the Bank, and from their being granted for a longer time than other terminable annuities. These annuities extend to the beginning of the year 1860, and the annual payments are £1,100,000, sterling.

Exchequer Bills, are issued for different hundreds or thousands of pounds, and bear an interest 2 1-2 per cent. per diem., from the day of date, till the time they are advertised to be paid.

Navy Five per cent. Annuities; produced from about £50,000,000 of stock, partly formed on Navy Bills, converted in 1784 into stock, bearing interest at 5 per cent.

Omnium, is a term denoting the different stocks formed by a loan, while any part of same remains unpaid.

Scrip is a term given to each of the receipts of the Omnium when they are sold separately.

Navy Bills are merely bills of exchange, drawn at 90 days date, and are given by the Commissioners of the Navy Department for supplies, and the interest upon these amounts to 3 per cent. per diem.

## PART III.

## REMARKS ON THE FOLLOWING TABLES.

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The Interest Tables, on the three following pages, show the *principal* at the *head* of the page, and the days and months in a column in the centre of the page. If you would find the interest on \$20 for 63 days, look for the dollars at the head of the page, *under* which, and *against* 63, in the *day* column, you find 21 cents. If for \$500, for 4 months, you find, under \$500, and on the parallel with 4 months, \$10 to be the interest required.

These tables are, of course, limited in their application, occupying, as they do, only three pages; yet so full, as in many cases to be very useful.

The author would respectfully invite those *interested* to examine his Interest Tables at six per cent. They will be found as full as any in print; so constructed as to bring the price very low; accompanied with a new method of *equating time*, and much matter useful to the *business-man*.



61	62	63	64	65	Days.	66	67	68	69	70
				<i>Cents.</i>	1					
				<i>Dollars.</i>	2					
					3					1
					4			1	1	1
					5	1	1	1	1	1
					6	1	1	1	1	1
					7	1	1	1	1	1
				1	8	1	1	1	1	1
				1	9	1	1	1	1	2
				1	10	1	1	1	2	2
				1	11	1	1	1	2	2
				1	12	1	1	2	2	2
				1	13	1	2	2	2	2
				1	14	1	2	2	2	3
				1	15	2	2	2	2	3
				1	16	2	2	2	2	3
				1	17	2	2	2	3	3
				2	18	2	2	2	3	3
				2	19	2	2	3	3	3
				2	20	2	2	3	3	3
				2	21	2	2	3	3	4
				2	22	2	3	3	3	4
				2	23	2	3	3	3	4
				2	24	2	3	3	4	4
				2	25	3	3	3	4	4
				2	26	3	3	3	4	4
				2	27	3	3	4	4	5
				2	28	3	3	4	4	5
				2	29	3	3	4	4	5
1				3	30	3	4	4	5	5
1				3	33	3	4	4	5	6
1				3	34	3	4	5	5	6
1				5	60	6	7	8		10
1				5	63	6	7	8	9	11
1				5	64	6	7	9	10	11
2				6	90	9	11	12	14	15
2				6	93	9	11	12	14	16
2				6	94	9	11	13	14	16
				<i>Months.</i>						
2				10	4	12	14	16	18	20
3				10	5	15	18	20	23	25
3				12	6	18	21	24	27	30
4				18	7	21	25	28	32	35
4				20	8	24	28	32	36	40
5				23	9	27	32	36	41	45
5				25	10	30	35	40	45	50
6				28	11	33	39	44	50	55
6				30	12	37	42	48	54	60
12				60	24	72	84	96	108	120
18				90	36	108	126	144	162	180
24				120	48	144	168	192	216	240

## TABLES OF INTEREST AT SIX PER CENT.

\$	20	\$	30	\$	40	\$	50	\$	60	Days.	\$	70	\$	80	\$	90	100	200
1	1	1	1	1	1	1	1	1	1	1	1	1	2	2	2	2	3	3
1	1	2	2	2	2	2	2	2	2	2	2	3	3	3	3	3	7	7
1	2	3	3	3	3	3	3	3	3	3	4	4	4	5	5	5	10	10
2	3	3	4	4	4	4	4	4	4	4	5	5	5	6	6	6	13	13
2	3	4	5	5	5	5	5	5	5	5	6	6	6	7	7	7	17	17
2	4	5	6	6	6	6	6	6	6	6	7	7	8	8	8	8	20	20
3	4	5	6	7	7	7	7	7	7	7	8	9	9	11	11	12	23	23
3	5	6	7	8	8	8	8	8	8	8	9	11	12	12	13	13	27	27
3	5	7	8	9	9	9	9	9	9	9	11	12	13	14	15	15	30	30
4	6	7	9	10	10	10	10	10	10	10	12	13	15	15	17	17	33	33
4	6	8	10	11	11	11	11	11	11	11	13	15	17	18	19	19	37	37
4	7	9	11	12	12	12	12	12	12	12	14	16	18	20	20	20	40	40
5	7	9	12	13	13	13	13	13	13	13	15	17	20	21	22	22	43	43
5	8	10	13	15	15	15	15	15	15	15	18	20	23	23	25	25	50	50
5	8	11	13	16	16	16	16	16	16	16	19	21	24	27	27	27	53	53
6	9	11	14	17	17	17	17	17	17	17	20	23	26	28	28	28	57	57
6	9	12	15	18	18	18	18	18	18	18	21	24	27	30	30	30	60	60
6	10	13	16	19	19	19	19	19	19	19	23	25	29	32	32	32	63	63
7	10	13	17	20	20	20	20	20	20	20	23	27	30	33	33	33	67	67
7	11	14	18	21	21	21	21	21	21	21	25	28	32	35	35	35	70	70
7	11	15	18	22	22	22	22	22	22	22	26	29	33	37	37	37	73	73
8	12	15	19	23	23	23	23	23	23	23	27	31	35	38	38	38	77	77
8	12	16	20	24	24	24	24	24	24	24	28	32	36	40	40	40	80	80
8	13	17	21	25	25	25	25	25	25	25	29	33	38	42	42	42	83	83
9	13	17	22	26	26	26	26	26	26	26	30	35	39	43	43	43	87	87
9	14	18	23	27	27	27	27	27	27	27	32	36	41	45	45	45	90	90
9	14	19	23	28	28	28	28	28	28	28	33	37	42	47	47	47	93	93
10	15	19	24	29	29	29	29	29	29	29	34	39	44	48	48	48	97	97
10	15	20	25	30	30	30	30	30	30	30	35	40	45	50	50	50	1,00	1,00
11	17	22	28	33	33	33	33	33	33	33	39	44	50	55	55	55	1,10	1,10
11	17	23	28	34	34	34	34	34	34	34	40	45	51	57	57	57	1,13	1,13
20	30	40	50	60	60	60	60	60	60	60	70	80	90	1,00	1,00	1,00	2,00	2,00
21	32	42	53	63	63	63	63	63	63	63	74	84	95	1,05	1,05	1,05	2,10	2,10
21	32	43	53	64	64	64	64	64	64	64	75	85	96	1,07	1,07	1,07	2,13	2,13
30	45	60	75	90	90	90	90	90	90	90	1,05	1,20	1,35	1,50	1,50	1,50	3,00	3,00
31	47	62	78	93	93	93	93	93	93	93	1,09	1,24	1,40	1,55	1,55	1,55	3,10	3,10
31	47	63	78	94	94	94	94	94	94	94	1,10	1,25	1,41	1,57	1,57	1,57	3,13	3,13
										Months.								
40	60	80	1,00	1,20	1,20	1,20	1,20	1,20	1,20	4	1,40	1,60	1,80	2,00	2,00	2,00	4,00	4,00
50	75	1,00	1,25	1,50	1,50	1,50	1,50	1,50	1,50	5	1,75	2,00	2,25	2,50	2,50	2,50	5,00	5,00
60	90	1,20	1,50	1,80	1,80	1,80	1,80	1,80	1,80	6	2,10	2,40	2,70	3,00	3,00	3,00	6,00	6,00
70	1,05	1,40	1,75	2,10	2,10	2,10	2,10	2,10	2,10	7	2,45	2,80	3,15	3,50	3,50	3,50	7,00	7,00
80	1,20	1,60	2,00	2,40	2,40	2,40	2,40	2,40	2,40	8	2,80	3,20	3,60	4,00	4,00	4,00	8,00	8,00
90	1,35	1,80	2,25	2,70	2,70	2,70	2,70	2,70	2,70	9	3,15	3,60	4,05	4,50	4,50	4,50	9,00	9,00
1,00	1,50	2,00	2,50	3,00	3,00	3,00	3,00	3,00	3,00	10	3,50	4,00	4,50	5,00	5,00	5,00	10,00	10,00
1,10	1,65	2,20	2,75	3,30	3,30	3,30	3,30	3,30	3,30	11	3,85	4,40	4,95	5,50	5,50	5,50	11,00	11,00
1,20	1,80	2,40	3,00	3,60	3,60	3,60	3,60	3,60	3,60	12	4,20	4,80	5,40	6,00	6,00	6,00	12,00	12,00
2,40	3,60	4,80	6,00	7,20	7,20	7,20	7,20	7,20	7,20	24	8,40	9,60	10,80	12,00	12,00	12,00	24,00	24,00
3,60	5,40	7,20	9,00	10,80	10,80	10,80	10,80	10,80	10,80	36	12,60	14,40	16,20	18,00	18,00	18,00	36,00	36,00
4,80	7,20	9,60	12,00	14,40	14,40	14,40	14,40	14,40	14,40	48	16,80	19,20	21,60	24,00	24,00	24,00	48,00	48,00

\$ 300	\$ 400	\$ 500	\$ 600	Days.	\$ 700	\$ 800	\$ 900	\$1000
5	7	8	10	1	12	13	15	17
10	13	17	20	2	23	27	30	33
15	20	25	30	3	35	40	45	50
20	27	33	40	4	47	53	60	67
25	33	42	50	5	58	67	75	83
30	40	50	60	6	70	80	90	1,00
35	47	58	70	7	82	93	1,05	1,17
40	53	67	80	8	93	1,07	1,20	1,33
45	60	75	90	9	1,05	1,20	1,35	1,50
50	67	83	1,00	10	1,17	1,33	1,50	1,67
55	73	92	1,10	11	1,28	1,47	1,65	1,83
60	80	1,00	1,20	12	1,40	1,60	1,80	2,00
65	87	1,08	1,30	13	1,52	1,73	1,95	2,17
70	93	1,17	1,40	14	1,63	1,87	2,10	2,33
75	1,00	1,25	1,50	15	1,75	2,00	2,25	2,50
80	1,07	1,33	1,60	16	1,87	2,13	2,40	2,67
85	1,13	1,42	1,70	17	1,98	2,27	2,55	2,83
90	1,20	1,50	1,80	18	2,10	2,40	2,70	3,00
95	1,27	1,58	1,90	19	2,22	2,53	2,85	3,17
1,00	1,33	1,67	2,00	20	2,33	2,67	3,00	3,33
1,05	1,40	1,75	2,10	21	2,45	2,80	3,15	3,50
1,10	1,47	1,83	2,20	22	2,57	2,93	3,30	3,67
1,15	1,53	1,92	2,30	23	2,68	3,07	3,45	3,83
1,20	1,60	2,00	2,40	24	2,80	3,20	3,60	4,00
1,25	1,67	2,08	2,50	25	2,92	3,33	3,75	4,17
1,30	1,73	2,17	2,60	26	3,03	3,47	3,90	4,33
1,35	1,80	2,25	2,70	27	3,15	3,60	4,05	4,50
1,40	1,87	2,33	2,80	28	3,27	3,73	4,20	4,67
1,45	1,93	2,42	2,90	29	3,38	3,87	4,35	4,83
1,50	2,00	2,50	3,00	30	3,50	4,00	4,50	5,00
1,65	2,20	2,75	3,30	33	3,85	4,40	4,95	5,50
1,70	2,27	2,83	3,40	34	3,97	4,53	5,10	5,67
3,00	4,00	5,00	6,00	60	7,00	8,00	9,00	10,00
3,15	4,20	5,25	6,30	63	7,35	8,40	9,45	10,50
3,20	4,27	5,33	6,40	64	7,47	8,53	9,60	10,67
4,50	6,00	7,50	9,00	90	10,50	12,00	13,50	15,00
4,65	6,20	7,75	9,30	93	10,85	12,40	13,95	15,50
4,70	6,27	7,83	9,40	94	10,97	12,53	14,10	15,67
				Months				
6,00	8,00	10,00	12,00	4	14,00	16,00	18,00	20,00
7,50	10,00	12,50	15,00	5	17,50	20,00	22,50	25,00
9,00	12,00	15,00	18,00	6	21,00	24,00	27,00	30,00
10,50	14,00	17,50	21,00	7	24,50	28,00	31,50	35,00
12,00	16,00	20,00	24,00	8	28,00	32,00	36,00	40,00
13,50	18,00	22,50	27,00	9	31,50	36,00	40,50	45,00
15,00	20,00	25,00	30,00	10	35,00	40,00	45,00	50,00
16,50	22,00	27,50	33,00	11	38,50	44,00	49,50	55,00
18,00	24,00	30,00	36,00	12	42,00	48,00	54,00	60,00
36,00	48,00	60,00	72,00	24	84,00	96,00	108,00	120,00
54,00	72,00	90,00	108,00	36	126,00	144,00	162,00	180,00
72,00	96,00	120,00	144,00	48	168,00	192,00	216,00	240,00

# VALUE OF GOLD COINS.

According to the Laws of May and June, 1834.

Names of Coins	Weight in grs.	Former standard in ct. m.	Stand. of July 31, 1834. in ct. m.	Names of Coins	Weight in grs.	Former standard in ct. m.	Stand. of July 31, 1834. in ct. m.
<b>UNITED STATES</b> Eagle, coined before July 31, 1834	11 6 10		16 66 3	<b>FRANKFORT ON THE MAIN</b> Thaler . . . . .	1 54	213 1	227 9
States in proportion				<b>GENEVA</b> Piedre, old . . . .	4 72	272 7	3 98 5
<b>FOREIGN GOLD</b> AUSTRIAN DOLLAR				Piedre, new . . . .	3 14	323 2	3 37 4
Bohemian . . . . .	2 14	2 17	6 23 7	<b>HAMBURG</b> Ducat, double in pro- portion . . . . .	2 54	213 7	2 27 8
Double Ducat . . . .	4 28	4 34	9 47 0	<b>GENEVA</b> Sergon . . . . .	2 51	215 8	2 30 2
Hungarian Ducat . . .	7 54	2 15	6 37 6	<b>HANOVER</b> Double George d'or, single in propor- tion . . . . .	4 12	2 48 2	2 58 0
<b>BAVARIA</b> Crown . . . . .	6 54	4 04	6 493 7	Ducat . . . . .	2 54	2 15 4	2 26 6
Max d'or, or Maxi- millian . . . . .	4 4	2 11	1 34 8	Gold Florin, double in proportion . . .	2 2	1 37 6	1 50
Ducat . . . . .	2 54	2 16 3	2 27 5	<b>HOLLAND</b> Ducato Ryder . . . .	12 21	11 44 2	12 23 5
<b>BERNE</b> Ducat, double in proportion . . . . .	1 23	1 54	4 19 6	Ryder . . . . .	6 9	5 46 5	6 4 3
Piedre . . . . .	4 71	4 16 5	4 44 2	Ducat . . . . .	2 54	2 13 2	2 26 6
<b>BRASIL</b> Johannes, $\frac{1}{2}$ in pro- portion . . . . .	15	15	11 6 4	Ten Gulden piece, $\frac{1}{2}$ in proportion . . .	4 9	3 78	4 3 4
Ducat . . . . .	11 12	2 16 6	6 22 16 6	<b>MALTA</b> Ducato Lira . . . . .	10 16	9 60 0	9 67 8
Ducat . . . . .	15 0	11 22	2 15 46 1	Lira . . . . .	5 8	4 46 4	4 56 2
Machore $\frac{1}{2}$ in propor- tion . . . . .	6 22	6 11 9	6 55 1	Demi Lira . . . . .	2 10	2 20 2	2 33 0
Crown . . . . .	101	5 4 8	63 5	<b>MEXICO</b> Ducato in, shares in proportion . . .	11 9	10 50	10 53 5
<b>BRITAIN-SWICK</b> Piedre, double in proportion . . . . .	17 11	4 21	1 53 8	<b>MILAN</b> Sergon . . . . .	2 52	2 15 6	2 20
Ducat . . . . .	2 54	2 9 2	2 23	Ducato or Pound . .	4 11	3 51 2	3 54 7
<b>COLONIA</b> Ducat . . . . .	7 54	2 15 5	2 34 1	Heavy Lira piece, old . . . . .	6 8	7 20 1	7 24 2
<b>PORTUGAL</b> Ducatoon . . . . .	17 9	14 50	15 53 2	<b>NAPLES</b> Pia Ducat piece, old . . . . .	2 16	4 42 3	5 21 9
<b>DENMARK</b> Ducat, Current . . . .	2	1 10 2	1 18 2	Ten Ducato, or Ser- gon, 1812 . . . . .	1 30	1 51 1	1 59 1
Ducat, Specie . . . .	2 54	2 12 5	2 23 7	Thaler d'or, or Ducat in 1818 . . . . .	2 16	2 31 1	2 40
Ein hest d'at . . . . .	4 7	2 27	6 32 1	<b>NETHERLANDS</b> Gold Lira, or four- teen Florin piece . .	5 74	4 73 1	5 4 6
<b>ESPAINA</b> Rupia, Bombay, 1818 .	7 11	6 62 4	7 5 4	Ten Florin piece, 1820 . . . . .	4 72	3 70 6	4 1 9
Rupia, Madras, 1818 .	7 12	6 60 7	7 11	<b>PANAMA</b> Quadruple Piedre, double in propor- tion . . . . .	15 9	15 50 6	16 22 8
Pagode, Siam . . . . .	2 42	1 08 9	1 15 5	Thaler . . . . .	4 11	3 62 5	4 19 4
<b>ENGLAND</b> Gulden, $\frac{1}{2}$ in propor- tion . . . . .	3 51	4 7 0	5 7 5	Piedre of Doppia, 1780 . . . . .	4 14	3 57 3	4 13 5
Sovereign, do . . . . .	5 2	1 57	4 43 6	Maria Theresa, 1816 .	4 34	3 60 4	3 68 1
Seven-shilling piece .	1 19	1 10	1 07 8	<b>PERU</b> Piedre coined since 1785, half in pro- portion . . . . .	5 20	5 1 5	5 11 1
<b>FRANCE</b> Ducato Lira, coin- ed before 1790 . . . .	16 11	9 68 7	9 69 7	Sergon, $\frac{1}{2}$ in propor- tion . . . . .	2 5	2 13 7	2 26
Lira, do . . . . .	5 54	1 51 1	1 44 6				
Ducato Lira, coin- ed since 1790 . . . .	9 20	8 58	9 15 3				
Lira, do . . . . .	4 52	4 75 3	4 57 6				
Ducato Napoleon, or 40 francs . . . . .	8 7	7 20 2	7 70 2				
Napoleon, or 20 de francs . . . . .	4 34	3 61 6	3 65 1				
Louis Guine . . . . .	5	4 31 5	4 63 5				

Names of Coins.	Weight.		Former standard.	Standard of July 31, 1834.	Names of Coins.	Weight.		Former standard.	Standard of July 31, 1834.
	dt.	gr.	gr. m.	gr. m.		dt.	gr.	gr. m.	gr. m.
Castles, some 1 armed 1803, half in pro- portion, . . . . .	20	0	25.03	2 27.34	SARDINIA.				
Piece of 20 francs, called Marcuzin, . .	4	32	3.34	1 3.60	Do. do, 1794, . . .	2	51	2.15	5 2.15
POLEND.					do. do, 1797, . . .	2	52	2.15	5 2.15
Do. do, . . . . .	5	52	2.13	7 2.25	Angustus, 1794, . .	4	64	2.62	5 2.62
POLITICAL.					do. do, 1794, . . .	4	61	2.52	5 2.52
Ducatus, . . . . .	14	12	16.00	6 16.10	SICILY.				
Polonia, . . . . .	18	0	16.27	2 16.36	Ducatus, 1794, . . .	2	700	2.25	1 2.25
Joachim, . . . . .	18		16	17 0.4	Double do. 1798, .	5	17	4.7	5 4.7
Neapoli, & in pro- portion, . . . . .	6	72	6.11	0 6.35	SPAIN.				
Piece of 16 Testoon in 1000 Rees, . . .	2	6	2.09	2 2.12	Double, 1772, double and single, and shares in pro- portion, . . . . .	15	84	1.9	16 1.9
Old Crusado of 400 Rees, . . . . .	15		54	9 55.8	Double, . . . . .	17	9	2.14	15 2.14
New Crusado of 400 Rees, . . . . .	16		53	8 53.5	Pistoles, . . . . .	4	87	3.24	3.24
Milres, called in 1793, . . . . .	172		72	2 18	Caracalla, Gold Bol- lino or Vintoro, 1800,	1	3	1.0	1 1.0
PRUSSIA.					SWEDEN.				
Ducat, 1793, . . .	2	52	2.17	7 2.27	Do. do, . . . . .	2	5	2.9	7 2.9
do. 1794, . . . .	2	52	2.12	5 2.24	SWITZERLAND.				
Frederick, double 1769, . . . . .	8	11	7.6	5 7.97	Pistole of the Helve- tic Republic, 1800,	4	21	4.25	9 4.25
Frederick, double 1800, . . . . .	6	14	7.13	4 7.15	TRINIDAD.				
Frederick, single, 1778, . . . . .	4	7	3.71	0 3.94	Ducat, . . . . .	2	54	2.6	5 2.6
Frederick, single, 1810, . . . . .	4	7	3.72	5 3.75	TURKEY.				
ROME.					Seigns in Foulsh, of Constantinople, . .	2	52	1.58	5 1.58
Seigns, called in 1794, 1794, . . . . .	2	42	2.16	6 2.15	Seigns do. 1794, . .	2	54	1.53	5 1.54
Scudo of Republic, .	17	2	11.02	1 11.04	Hall Nassau, 1805, Seigns Fundatori, Yesquis blockin, . .	2	5	1.71	7 1.73
RUSSIA.					TIROCANY.				
Ducat, 1790, . . .	2	6	2.12	2.96	Zechins or Seigns, Bingone of the King- dom of Khuria, . .	2	52	2.1	8 2.1
do. 1793, . . . .	2	52	2.12	5 2.14	VENICE.				
Gold Rouble, 1798, do do, 1799, . . .	1	2	3.0	0 3.7	Zechins or Seigns, shares in pro- portion, . . . . .	2	6	2.16	2.23
do. Polono, 1777, Imperial, 1801, Half do. 1801, do. do, 1802, . . .	18		62	1 53.7	WHITENBERG.				
	5		53.1	2.5	Do. do, . . . . .	6	31	4.53	4 4.89
	5		51.1	9 7.87	Do. do, . . . . .	2	5	2.9	7 2.9
	5		51.1	3 3.11	ZIBICH.				
	1	52	2.08	9 2.02	Do. do, double and half in proportion,	2	52	2.12	5 2.16
SARDINIA.									
Castles & in pro- portion, . . . . .	16	72	6.88	1 9.47					

The American Eagle, coined since 1794, is valued at \$10.00, and shares in proportion. The weight of these coins is more than the above mentioned data is 10 dwt. 18 gr. The design is diminishing the weight in to keep the gold in the country.

The Sovereign of England, was, when first coined, equal to £1, sterling, \$4.444, which is now worth \$1.55. All gold coins having the same weight and fineness as the Sovereign, have increased in their value, in about the same proportion as the Sovereign and £1's.

Longevity is used to express such coins as have an equal value to them in value; such may be considered the Pound sterling. When we speak of gold for gold, we say the Pound is worth \$1.55, but the value of the Pound among merchants has not unusually changed.

In selling bills on England, the Pound is valued at \$1.11, and if bills are sold at 5 per cent premium, the 2 per cent is computed on the last named amount, and not on \$1.11. A bill on London for £205, at eight per cent, would be sold for \$2,240.00; or,

£  
205  
40  
210000  
\$2000  
8  
24000  
2000  
\$2,240.00

To bring Pounds into Dollars, multiply by 40, and divide the product by 2.

# A TABLE.

Showing the number of days from any day in one month, to the same day in another.

Days in a month		31	28	31	30	31	30	31	31	30	31	30	31
Month	To From	January	February	March	April	May	June	July	August	September	October	November	December
1	January.	365	31	59	90	120	151	181	212	243	273	304	334
2	February.	334	365	28	59	89	120	150	181	212	242	273	303
3	March . .	306	337	365	31	61	92	122	153	181	214	245	275
4	April . .	275	306	334	365	30	61	91	122	153	183	214	244
5	May . .	245	276	304	335	365	31	61	92	123	153	184	214
6	June . .	214	245	273	304	334	365	30	61	92	122	153	183
7	July . .	184	215	243	274	304	335	365	31	62	92	123	153
8	August . .	153	184	212	243	273	304	334	365	31	61	92	122
9	September.	122	153	181	212	242	273	303	334	365	30	61	91
10	October . .	92	123	151	182	212	243	273	304	335	365	31	61
11	November .	61	92	120	151	181	212	242	273	304	334	365	30
12	December.	31	62	90	121	151	182	212	213	274	304	335	365

Thirty days hath September,  
April, June, and November;  
All the rest have thirty-one,

(Save February, alone,) Which hath but twenty-eight,  
Except \*Leap-Year it hath twenty-nine.

\* When the year can be divided by 4 without a remainder, it is Leap-Year, and has 366 days.

1st. To find the number of days from the 1st. of January to the 1st. of July:—Follow the horizontal line on which January is placed, till you come to July, and you find 181, which are the number of days intervening those dates.

2nd. To find the number of days from the 1st. of May to the 1st. of October:—Follow the horizontal line on which May is placed, till you come under October, and you will find 153 days to be the intervening time.

3rd. So if you would find the number of days between the 9th. of May, and the 9th. of October, you would pursue the same course as in case 2nd.; for it is evident, that there are the same number of days from the 9th., or any other day in one month to the same day in another month, as there are from the 1st. to the 1st. of the same months.

4th. To find the number of days from the 1st. of March to the 12th. of November:—From the 1st. of March to the 1st. of November, will be seen, are 245 days, to which add the 12 days, and you have 257 days.

Thus, you will always in such cases, find the time between the given time of one month to the same day in another month, and add or subtract as may be most convenient.

## EQUATING TIME OF PAYMENTS.

What is meant by equating payments?

It is to find the time at which several debts due at different periods of time, may be paid in one payment, so that the interest on the sums *overdue*, may cancel the discount on the sums *not yet due*; that is, so that neither party shall lose any interest.

Is it common that the equated or averaged time of payment is required to be found in actual business?

Such cases are constantly occurring in Banks, and all Mercantile establishments of any importance.

In Banks, time is equated principally on notes, when an individual would give one note for several due at different times, or redeem several such notes for cash.

In the Counting-House, time is equated on Notes, Accounts, Accounts-Current, &c.

### EXAMPLE I.

I bought goods of Olmsted & Thatcher, on account, as follows: What is the equated time of payment?

July 4th.,	\$50 25	
" 18th.,	25 60	$\times 14 \text{ days} = 358 40$
Aug. 26th.,	75 00	$\times 53 \quad = 3,975 00$
Sept. 4th.,	60 30	$\times 62 \quad = 3,738 60$
Oct. 9th.,	40 13	$\times 97 \quad = 3,892 61$

Amount of the debt, 251 28      251)11,964 61(47,† nearly 48 days.

### RULE I.

1st. Multiply each sum (excepting the first sum,) into the time intervening between *its* and the earliest date, and add the products together.

2nd. Divide the sum of the products arising from the foregoing multiplication, by the whole debt.

The quotient arising from the above division, being days or months, (as the case may be stated, in days or months,) added to the *earliest* date given, shows the equated time of payment.

### EXPLANATION OF EXAMPLE I.

48 days from July 4th., given the equated time Aug. 21st.

Days.

From July 4th to July 18th., are  $14 \times 25 60$ , as above.

From July 4th. to Aug. 26th., are  $53 \times 75 00$ , as above.

From July 4th to Sept. 4th., are  $62 \times 60 30$ , as above.

From July 4th. to Oct. 9th., are  $97 \times 40 13$ , as above.

It will be seen that we count from the first date, continually finding the days intervening between July 4th. and each successive date, *forward*, making no use of the first sum except adding it with the other amounts for a divisor.

\* "*Overdue.*" The sums *overdue* are those which (if not for the agreement of the parties to equate the payment,) would have been paid *before* the equated time.

† "*Not yet Due.*" The sums *not yet due*, are those which (if not for the agreement of the parties to equate the payment,) would have been paid *after* the equated time.

‡ If more than half a day we call it a whole day; but if the fraction is less than half, we call it *neglect*.

## PROOF OF EXAMPLE I.

	Days.	
From July 4th till Aug. 21st, (or medium time)	$46 \times 60.25 = 2,412.00$	} 3,282.40
From July 18th. till Aug. 21st, (or medium time)	$34 \times 25.69 = 870.40$	
From Aug. 21st (or medium time) till Aug. 26th.,	$5 \times 75.00 = 375.00$	} 3,185.57
From Aug. 21st (or medium time) till Sept. 4th, $14 \times 60.30 =$	$844.20$	
From Aug. 21st (or medium time) till Oct. 9th., $49 \times 40.13 =$	$1,966.37$	

## RULE TO PROVE EQUATIONS.

1st Find the number of days intervening between the *first* date and the equated time, and multiply that number of days into the sum *from* which you counted. Proceed then with each sum whose date is *earlier* than the equated time, and add their products together.

2nd. Find the number of days intervening between the equated time and the *last* date *after* that time, and multiply that number of days into the sum *to* which you counted. Proceed then with each sum whose date is *later* than the time of equation, and add the products together. The *sums* of the products *before* the equated time must be equal the sum of the products *after* the equated time.

When there is a fraction arising from the *division* above, there will necessarily be one in the sum of the products. See last case.

As every equation must be proved in the same manner as the last, I shall not be so minute in explaining the remaining cases. It is recommended to every person who works equation of payments, not to call them *right* till *proved so*.

## EXAMPLE II.

Bought of S. Spencer & Co., goods, as follows, viz: and we wish to pay the same on the 1st, July. Which party must allow interest?

June 12th, due	$\$700 \times 0 =$	0000
" 30th, "	$500 \times 18 =$	9000
July 15th, "	$800 \times 33 =$	26400
" 28th, "	$600 \times 46 =$	27600
Aug. 8th, "	$400 \times 57 =$	22800
	3,000	3,000
		$25800 \div 28, 3.5 \text{ days.}$
		6000
		25800
		24000
		1800
	600	$\frac{1800}{3000} = \frac{3}{5}$

28  $\frac{3}{5}$  days added to June 12th., gives the equated time, July, 10  $\frac{3}{5}$  S. Spencer & Co. must allow us interest on \$3,000, for 10  $\frac{3}{5}$  days.

## PROOF OF EXAMPLE II.

	Days.	
From July 10 $\frac{3}{5}$ , till June 12th., or equated time, are 28 $\frac{3}{5}$	$28 \frac{3}{5} \times \$700 =$	20020
From July 10 $\frac{3}{5}$ , till June 30th., or equated time, are 10 $\frac{3}{5}$	$10 \frac{3}{5} \times 500 =$	5300
From July 10 $\frac{3}{5}$ , till July 15th., or equated time, are 4 $\frac{2}{5}$	$4 \frac{2}{5} \times 800 =$	3520
From July 10 $\frac{3}{5}$ , till July 28th., or equated time, are 17 $\frac{2}{5}$	$17 \frac{2}{5} \times 600 =$	10440
From July 10 $\frac{3}{5}$ , till Aug. 8th., or equated time, are 28 $\frac{2}{5}$	$28 \frac{2}{5} \times 400 =$	11360

## EXAMPLE III.

We bought of A. M. Collins & Sons, goods on account, as follows, viz: What is the equated time for payment?

May 4th.,	\$800, due in	60 days.
May 16th.,	400, due in	20 days.
June 8th.,	700, due in	120 days.
June 24th.,	600, due in	30 days.



*This must first be transposed before it can be equated, as,*

The 400 would become due June 5th,	$\$400 \times 0 =$
The 800 would become due July 3rd,	$800 \times 24 = 22400$
The 600 would become due July 24th,	$600 \times 49 = 29400$
The 700 would become due Oct. 9th,	$700 \times 123 = 86100$
	<hr/>
82,500	$\} 137900 (55 \text{ 4-25 days.}$
	$\underline{12500}$
	12990
	$\underline{12500}$
	<hr/>
	$100) 400 (= \frac{4}{10})$
	$\underline{2500}$

The quotient, 55, 4-25 days, added to June 5th, brings the equated time forward to July 30 4-25 days.

## PROOF OF EXAMPLE III.

	Days.
From June 5th, to equated time, July 30 4-25, are	$55 \text{ 4-25} \times \$400 = 22054$
From July 3rd, to equated time, July 30 4-25, are	$27 \text{ 4-25} \times 800 = 21728$
From July 24th, to equated time, July 30 4-25, are	$6 \text{ 4-25} \times 600 = 3606$
From equated time on July 30 21-25, till Oct. 6th, are	$67, 21-25 \times \$700 = 47488$

## EXAMPLE IV.

What is the equated time for paying the following bill?

NEW-YORK, April 6th, 1839.

H A CARTENHOEN,

Bought of Carrington & Lee,

Jan. 2nd,	200 yds. black cloth, at	$\$3.00$ , at 6 months,	$\$600$
" 28th,	200 " linen, " ,75, " 4 "		150
Feb. 9th,	150 " carpeting, " 1.00, now due,		160
Mar 10th,	60 " black silk, " .80, at 3 months,		49
April 4th,	40 " carpeting, " 1.25, now due,		50

$\$1,008$

NOTE. It will be necessary to transpose the above sums and dates, before the same can be equated; that is, carry each date forward to the time that the sum is due.

Feb. 9th,	$\$160$
April 4th,	$50 \times 54 \text{ days} = 2700$
May 28th,	$150 \times 106 " = 15900$
June 10th,	$48 \times 121 " = 5808$
July 2nd,	$600 \times 143 " = 85800$

$\$1,008 \quad \$1,008) 110208 (109 \text{ days} = \text{May 29th.}$

The quotient, 109 days, counted forward from Feb. 9th, will give the time for paying the whole debt, May 29th, 1839.

## RULE II.

When goods are purchased at one date and at a given term of credit, and partial payments have been made before the term of credit expires,

1st Multiply the whole debt into the given term of credit.

2nd. Multiply each payment made before maturity into the time which has intervened since the purchase.

3rd. Subtract the sum of the products last found, from the product of the whole debt multiplied into the given term of credit.

4th Divide the remainder by the balance of the debt unpaid, and the quotient will be the number of days or months that the balance of the debt may run from the time of purchase.

## EXAMPLE V.

Bought of Daniel Buck & Co., January 1st, 1836, goods amounting to \$2,400, payable 16 months from date. There were payments made as follows, viz,

In 4 months  $\times \$200 = 800$  Whole debt, 2400  
 In 8 months  $\times 400 = 1600$  Term of Cr. 16 months.  
 In 10 months  $\times 60 = 600$

2000 14400  
 660 4600 sum of the products, 2400

Whole debt, 2400  
 Amount of payments, 660  
1740 38400 product of the whole debt  
 1740 remainder due. 4600 into the whole term.  
 1740)33800 (19.748 = 19  $\frac{7}{8}$  months  
 1740  
 18400  
 15660  
 740

The balance, \$1,740, must be paid about the middle of July, 1837, by equation.

## RULE III.

When two individuals have an account one against the other, of different amounts, and the sums of each are due at different periods, to find the equated time of payments,

- 1st. Multiply the number of days between dates, into the smallest amount.
- 2nd. Divide the above products by the difference of the two accounts, and the quotient will be the answer.
- 3rd. If the *earliest* date is affixed to the *largest* amount, the quotient is counted *back* from the earliest date.
- 4th. If the *latest* date be affixed to the *largest* amount, the quotient is counted *forward* from the last date.

## EXAMPLE VI.

David Watkinson & Co., bought of James Bunco, goods as follows, viz :

Days.

Due May 1st, \$200

Due May 11th, 600  $\times 10 = 8000$

Due May 21st, 600  $\times 20 = 12000$

Due May 31st, 400  $\times 30 = 12000$

2000 } 32000 ( 16 days added to May 1st, gives the  
 2000 equated time May, 17th.  
12000  
12000

D. Watkinson & Co, owe James Bunco \$2,000, payable, May 17th.

## EXAMPLE VII.

James Bunco bought goods of D. Watkinson & Co, as follows, viz ;

Days.

\$1,100, due Aug 1st, \$1,100

600, due Aug 31st, 600  $\times 30 = 18000$

800, due Sept-10th, 800  $\times 40 = 32000$

2500 = 2500 } 50000 ( 20 days added to Aug 1st, gives  
 5000 the equated time Aug 21st.  
0000

Hence, James Bunco owes D. Watkinson & Co., \$2,500 on Aug 21st.

Watkinson & Co wish the \$2,000 which they owe James Bunce, on May 17th., to remain unpaid till the 21st. of August, which will then be canceled by the \$2,500 that Bunce will then owe them. Bunce assents to this proposal, provided the balance of the two accounts, \$500, can remain unpaid till the interest on it (\$500,) shall be equal to the interest on the \$2,000, from 17th May till 21st. August. When shall Watkinson & Co. be in cash for the \$500?

The following equation must be worked by Rule 4th., the last two having been worked by Rule 1st., in order to form this equation.

## EXAMPLE VIII.

Watkinson & Co. Dr.	J. Bunce, Dr.
\$2,000 due, May 17th., 1837	\$2,500 due, Aug 21st., 1837.
96 number of days between the two dates	2,000
<hr/> 12000	<hr/> 500 Balance of the two ac'cts.
18000	
<hr/> 500)192000(384,	

384 days added to Aug 21st., gives the time to pay \$500, Sept. 9th., 1838.

## PROOF.

From Aug. 21st., 1837, till Sept. 9th., 1838, are 384 days  $\times$  \$2,500 = 960,000  
 From May 17th., 1837, till Sept. 9th., 1838, are 480 days  $\times$  2,000 = 960,000

## EXAMPLE IX.

By Account-Current with P A Brown, he owes me \$2,000, which is due Aug. 21st., 1837, and I owe him \$2,500, due, May 17th., 1837. When shall I pay the balance of the two accounts, (\$500,) that neither party shall receive interest?

Dr. P. A. B.	N. H. Dr.
Due Aug 21st., \$2,000	Due, May 17th., \$2,500
Difference of dates, 96	2,000
<hr/> 12000	<hr/> 500 difference of debts.
18000	
<hr/> 500)192000(384	

384 days counted back from May 17, gives the equated time April 28th., 1836.

## PROOF.

From May 17th., 1837, back to April 28th., 1836, are 384 days  $\times$  2500 = 96,000  
 From Aug 21st., 1838, back to April 28th., 1836, are 480 days  $\times$  2000 = 96,000

In this example, Brown is entitled to interest on the amount I owe him, \$2,500, from May 17th. till Aug 21st., when \$2,000 of it is canceled by what he owes me. Then the balance, \$500, was to have been paid so much earlier, (April 28th.) as that its interest should be equal to the interest on \$2,500, from the 17th. of May till the 21st. of August.

It is unnecessary to repeat examples, as the foregoing Rules will equate the time on any Bills or Account-Current.

## EQUATION OF DIVIDENDS.

A, B, & C, invest in trade \$20,000, of which A invests \$8,000, B, \$7,000, and C, \$5,000. They gain on their business \$3,558 00; what is each partners share of the gain.

## RULE.

Divide the amount of gain by the whole capital and the quotient will be the per cent. gained; multiply the per cent. gained by each one's part of the capital and the quotient will be the share required.

## OPERATION

$\$20,000 \overline{) 355800}$	
17,7,9=per cent. gained	17,79=gain per cent
8,000=A's investment.	17,7,9=per cent gained.
	7,000=B's investment.
1,423 20=A's share.	1,245 3=B's share.
17,7,9=per cent. gained.	1,423 20=A's share.
5,000=C's investment	1,245 30=B's "
889,500=C's share.	889 50=C's "
	3,558 00=whole gain

When Time is considered, multiply each one's investment by the time he continues it in trade, and use the product for his share. Then proceed as in the first case.

## LOSS AND GAIN.

When Goods are bought and sold at given prices, to find the per cent. you gain or lose.

## RULE.

After subtracting the difference between the buying and the selling price, and adding two cyphers to that difference, divide it by the buying price. The quotient will be the per cent. that is gained or lost.

If I buy goods at 79 cents per yard, and sell them at 93 cents, what do I make per cent.?

93 selling price.  
79 buying price.

Buying price, 79)1400 00 added to the difference.

17½ Ans. I make 17 cents on each dollar's worth I buy.

If I buy goods at \$3,26 per yard, and sell them at \$3,08, what per cent. do I lose?

3,26 buying price.  
3,08 selling price.

Buying price, 3,26)1800 00 added to the difference.

5½ Ans. Lose 5 per cent.

When goods are to be sold, and it is advisable to gain or lose a certain per cent.

## RULE.

To gain a certain per cent.  
Add the per cent. to be gained to 1,00, and multiply it into the cost price.

If I buy paper at \$4.44 per ream, and wish to sell it so as to make 16 per cent. what must I sell it for per ream?

$$\begin{array}{r}
 444 \\
 116 \text{ per cent. to be gained, added to } \$1.00 \\
 \hline
 2664 \\
 444 \\
 \hline
 444
 \end{array}$$

5,15,04 Ans. \$5 16 per ream.

To lose a certain per cent

Subtract the per cent. you would lose, from 1.00, and multiply the remainder into the buying price.

If I buy carpeting at \$1.09 per yard, how much must I sell it for to lose 2½ per cent?

$$\begin{array}{r}
 109 \\
 97,5 \text{ per cent. to be lost, subtracted from } \$1.00 \text{ leaves } 97,5. \\
 \hline
 645 \\
 763 \\
 \hline
 981 \\
 \hline
 1,06,275 \text{ Ans. } 1,06 \text{ per yard.}
 \end{array}$$

## INTEREST.

## RULE.

To find interest at 6 per cent. multiply the principal by 1-2 the even number of months, and 1-6 part of the days, (if any)

What is the interest on \$500, for two years and two months, at 6 per cent.?

$$\begin{array}{r}
 500 \\
 13 \text{ rate per cent.} \\
 \hline
 1500 \\
 500 \\
 \hline
 65,00 \text{ Ans.}
 \end{array}
 \quad
 \begin{array}{l}
 \frac{1}{2} \} 26 \text{ months.} \\
 13 \text{ Half the even number of months.}^*
 \end{array}$$

What is the amount of a note given Jan. 16th. 1835, and paid Jan. 4th. 1836, at 6 per cent.; principal being \$700?

	Years.	Months.	Days.	
	12	30		
1836	1	4		700 principal.
1835	1	16		58 rate interest, 5 cents, 8 mills.
	11	19		5600
				3500
				40,600 interest at 6 per cent.
½ even months, 5	18	days.		700,00 principal.
	648			\$740,60,0 amount. Ans.

1-6 part of the days, 4

\* When the rate is 5 per cent. we get one cent on a dollar every two months; consequently, 6 cents for every 12 months; 9 cents for 18 months; 12 cents for 24 months. Hence one half the number of months gives the rate per cent. for any given time.

† The most simple and expeditious method of finding time intervening between given dates, is the one pursued above, which is merely Compound Subtraction.

*Short way of finding Interest for any small number of Days*—Multiply the whole number of days into the principal, and divide the product by 60.

## EXAMPLE

What is the interest on \$4 20, for \*77 | And what is the interest on \$300, for 23 days at 6 per cent?

$  \begin{array}{r}  420 \\  77 \\  \hline  2940 \\  2940 \\  \hline  6,0)3234,0 \\  \underline{5,39} \text{ Ans.}  \end{array}  $	$  \begin{array}{r}  300 \\  23 \\  \hline  900 \\  600 \\  \hline  6,0)690,0 \\  \underline{1,15} \text{ Ans.}  \end{array}  $
--	---

This method is adopted by many business men, and, though it is charging 6 per cent. for 360 days instead of 365, it makes no material difference except the sums be large.

## CUBIC MEASURE.

*To find the contents of Cases, Bales, Boxes, and any solid body* : Multiply the length into the width, and that product by the height, the last product will be the answer

## EXAMPLE.

How many solid feet in a box 4 feet wide, 5 feet long and 6 feet high ?

$$\begin{array}{r}
 4 \text{ width.} \\
 5 \text{ length} \\
 \hline
 20 \\
 6 \text{ height} \\
 \hline
 \text{feet } 120 = \text{Ans}
 \end{array}$$

How many cubic feet in a bale which is 3 feet 6 inches long, 3 feet wide, and 6 feet high?

$$\begin{array}{r}
 3,6 \text{ length} \quad 12)6 \\
 3 \text{ width,} \quad \quad \quad ,5 = 6 \text{ inches.} \\
 \hline
 105 \\
 6 \text{ height.} \\
 \hline
 \text{feet } 63,0 \text{ Ans}
 \end{array}$$

How many cubic feet in a box 13 feet long, 12 feet 3 inches wide, and 8 feet 9 inches high?

$$\begin{array}{r}
 12,25 \text{ width.} \quad 12)3 \text{ } \\
 13 \text{ length.} \quad \quad \quad ,25 = 3 \text{ inches.} \\
 \hline
 3675 \\
 1225 \\
 \hline
 159,25 \\
 8,75 \text{ height into } 12)9 \text{ } \\
 \quad \quad \quad ,75 = 9 \text{ inches.} \\
 \hline
 1393,4375 \text{ Ans}
 \end{array}$$

\* If the rate per cent. is 6, we get 1 cent for every 60 days; 5 mills for 30, (that is, one month;) and one mill for every 6 days; consequently, we obtain the correct answer, whether we divide the number of days by 6, and make the one sixth part of the days the multiplier, or multiply the whole number of days into the principal and divide the product by 60

† When inches are given, as in the above cases, multiply by the decimal of a foot.

The decimal expression for 1 inch is	,083†
" " " " 2 inches "	,166†
" " " " 3 " "	,25
" " " " 4 " "	,333†
" " " " 5 " "	,416†
" " " " 6 " "	,5
" " " " 7 " "	,583†
" " " " 8 " "	,666†
" " " " 9 " "	,75
" " " " 10 " "	,833†
" " " " 11 " "	,916†

## ANOTHER METHOD OF OPERATION.

How many feet in a box which is 8 feet long, 3 feet 4 inches high, and 4 feet 5 inches wide.

$$\begin{array}{r}
 \text{Feet. In.} \\
 3-4=\text{height} \\
 8-0=\text{length.} \\
 \hline
 26-8 \\
 4-5=\text{width.} \\
 \hline
 11-1-4 \\
 106-8-0 \\
 \hline
 117-9-4 \text{ number of solid feet.}
 \end{array}$$

I first multiply 8 feet into 4 inches which  $=32+12=2$  feet 8 inches.

I next multiply 8 feet into 3 feet which  $=24$  feet + 3 feet 8 inches  $=26$  feet 8 inches.

I next multiply the 4 feet 5 inches, the width, into the foregoing product, first multiplying 5 into 8, and dividing the product by 12—then 5 into 26, and dividing the product by 12. Next 4 into 8 and dividing the product by 12, and 4 into 26, which gives the answer required.

To find the number of square feet (length and breadth given) multiply the length into the breadth. And to find the square yards, divide the above number of feet by 9 = 1 square yard.

How many square yards in a piece of oil cloth carpeting 16 feet long, 11 feet 9 inches wide.

$$\begin{array}{r}
 11,75 \\
 16 \\
 \hline
 7050 \\
 1175 \\
 \hline
 9)188,00=\text{feet square.} \\
 20,8=\text{yards square.}
 \end{array}$$

In a piece of plastering 14 feet 6 inches, by 7 feet 6 inches

$$14,5 \times 7,5 = 108,75 \div 9 = 12 \text{ yards.}$$

## DRAFT AND TARE.

*Draft* is an allowance made in the weight of goods for waste. The allowance for draft at the Custom-houses and by merchants is as follows, viz :

	lbs.	lbs.	lbs.
On 112			1
Over 112 and less than 224		224	2
" 224 " " "		336	3
" 336 " " "		1120	4
" 1120 " " "		2016	7
" 2016			9

An allowance for *draft* is hardly known in any market but in Boston, Mass.

*Tare* is an allowance made for the weight of the cask, box, or bag, which contains the merchandise.

On some articles of merchandise the *Tare* is fixed by law; on others the tare is fixed by the custom of merchants and tradesmen; the former is called the *legal*, and the latter the *actual* tare.

The *ad valorem* rates of duty, upon goods, wares, and merchandise, (taken at the Custom-houses, one of which is located at every considerable seaport) are estimated by adding 20 per cent to the actual cost, if imported from Cape of Good Hope, or from any other place beyond the same, and 10 per cent. on the actual cost thereof, if imported from any other place or country, including all charges, commissions, outside packages.

## TARE ALLOWED ON GOODS.

The following is the *Tare* allowed at the Custom-house, and in buying and selling goods.

Almonds, in bags, . . .	3 per cent	Nails, . . . in casks, . . .	8 per cent
Allum, " casks, . . .	12 "	Nutmegs, " " . . .	12 "
Candles, " boxes, . . .	8 "	Pepper, " bags, . . .	2 "
Chocolate, " " . . .	10 "	" " " bales, . . .	5 "
Cheese, " baskets, . . .	10 "	" " " casks, . . .	12 "
Cinnamon, " mats, . . .	8 "	Pimento, " bags, . . .	3 "
" " " boxes, . . .	20 "	" " " bales, . . .	5 "
Cloves, " casks, . . .	15 "	Rasins, " boxes, . . .	6 "
Corks, " bales, . . .	15 "	" " " casks, . . .	12 "
Coco, " casks, . . .	10 "	Salt, Glauber, " " . . .	8 "
" " " bags, . . .	1 "	Segars, " boxes, . . .	18 "
Cotton, " bales, . . .	2 "	Soap, " " " " . . .	10 "
" " " sermons, . . .	6 "	Shot, " " " casks, . . .	3 "
Coffee, " bags, . . .	2 "	Sugar, " " (not loaf) . . .	12 "
" " " bales, . . .	3 "	" " " boxes, . . .	15 "
" " " casks, . . .	12 "	" " " bags, . . .	5 "
Copperas, " " . . .	12 "	Sugar candy, " boxes, . . .	10 "
Figs, " boxes, 60 . . .	9 pounds	Twine, " " " casks, . . .	12 "
" " " drums, . . .	10 per cent	" " " bales, . . .	3 "
Glue, " bales, . . .	5 "	Tea, " " " 1 chest, . . .	22 pounds.
Indigo, " barrels, . . .	12 "	" " " " " " . . .	14 "
" " " other casks, . . .	15 "	" " " " 80 lbs. & up-	
" " " sermons, . . .	10 "	wards, gross, 20 . . .	"



## DEFINITIONS

OF

## COMMERCIAL TERMS.

**Abandonment**, signifies that act by which persons insured against risk, in consequence of any particular damage or accident, happening to the ship or cargo, renounce or abandon the property insured to the underwriters, and call upon them as for a total loss, the insurers being entitled to all that is saved.

**Acceptance**, is a promise to pay a draft according to terms therein named, and which is signified by the drawee's writing, accepted, on the draft, together with his name.

**Accommodation**. A friendly agreement, among merchants and traders, to accept and indorse bills and notes to accommodate each other, in order to make them negotiable.

**Account-current**, contains a statement of transactions between one person and another, yet unsettled, in the form of Dr. and Cr. *Accounts-current* are mostly kept by agents with their employers, and are rendered once in 6, or 12 months.

**Account-sales**. A minute account of goods sold on commission, made out by the agent, and transmitted by post, or otherwise, to the consigner of the same.

**Admeasurement**. The mode of ascertaining the exact quantity of any commodity, work done, &c.

**Advance**. Money paid on goods consigned, before they have been sold.

**Adventure**. When a person sends goods abroad to be sold, on his own account and risk.

**Agent**. A person appointed to transact business for another. Any person may draw, accept, or indorse bills through his agent. When a man pays money through his agent which ought not to be paid, either the agent or employer may recover it.

**Agreement**. An agreement is a *mutuum*, article, minute, importing the consent or concurrence of two or more persons, the one in disposing of, the other

in receiving property. Idiots, lunatics, married women, and infants, (except for necessaries,) and persons under any kind of duress, are incapable of entering into an agreement.

**Assignee**. A person appointed by a bankrupt to manage his affairs.

**Affidavit**, signifies an oath in writing, sworn in the presence of one who is duly authorized to take the same.

**Assignment**. An assignment is an absolute transfer of all the interest the assignor has in the property assigned.

**Authority**. A delegated power, by which one party authorizes another to act generally or specially in his name. This power may be given verbally or in writing, the latter mode being preferable.

**Balance of Trade**. This term is applied to money balances, to be paid by one nation trading and carrying on business with another. So far as the articles exported and imported pay for each other, there is no balance, but in which case the exports fall short in their amount, that nation is said to have the balance of trade against it, and vice versa.

**Balance**, in Book-keeping, the difference between two sides of an account in the Ledger.

**Bankrupt**. A merchant, or trader, who is unable to pay his debts.

**Bill of Exchange**. An order, or request in writing, addressed to another person, to pay a certain sum of money on demand, or at a time therein specified, to a third person, or to his order; or it may be made payable to the bearer.

**Bill of Entry**. A written, and minute list of goods, imported, to be given in to the Custom-house.

**Bank Credit**, is when an agreement exists between persons to draw on each other, at any time, for certain amounts of money.

**Bond**. A bond or obligation, is a deed whereby the obligor, binds himself, his

heirs, executors, and administrators, to pay a certain sum of money, to another, at an appointed day.

**Bill of Lading.** A document given by the master of a vessel, acknowledging the receipt of certain goods shipped on board, whereby the contract to deliver the same in good order and condition, at the port of consignee.

**Bottomry or Respondentia.** Bottomry is a contract, in nature of a mortgage, of a ship, in which the owners borrow money to enable them to fit out a ship, or to purchase a cargo for a voyage proposed; in case the ship or cargo is lost, the lender loses his money, according to the tenor of the contract. In case of safe arrival, the lender is entitled to the lent money and marine interest, being more than common interest.

**Brokers' Exchange.** Exchange brokers, are those whose business is to transact details attending the negotiation of bills of exchange, buying and selling bullion, and foreign and provincial bank notes. A broker by knowing the mutual wants of merchants, is an useful intermediate agent.

**Brokers' Insurance.** Their business is to insure ships and merchandise from the perils of sea, and to settle the losses and average that may occur.

**Broker's Ship.** Those employed in buying and selling ships, either by private contract, or public sale.

**Brokerage.** A certain per cent, paid, on the purchase or sale of goods, bank, insurance, and stocks, &c.

**Carrier.** Every person carrying goods for hire, and a stipulated sum, is called a carrier, and as such, he is liable for any loss or damage that may happen to them, while in his custody.

**Circular Letters.** Notices sent abroad by merchants, on commencing or closing their business, or making alteration in the same.

**Commece.** The exchange of what is superfluous, for that which is necessary. The articles termed necessaries of life, wanted by all men, and the most part of which are produced in all parts, are easily exchanged by way of barter.

**Cocket.** A certificate given at the Custom-house, signifying that the duty has been paid on certain goods, entered for exportation.

**Commission.** The percentage allowed by the merchants and traders to their correspondents and agents, for transacting the business intrusted to their care.

**Compensation.** An agreement between

a debtor and creditor, to accept a certain sum in discharge of all demands.

**Consideration.** The money or other beneficial act done towards or paid to another, for which a certain equivalent beneficial advantage is to be communicated.

**Consul.** An officer established by virtue of a commission from all foreign countries, and whom nations permit, either from custom or treaty, to reside in other territories.

**Contract.** An agreement between two or more persons, founded upon some lawful consideration. Every contract ought to be full, certain, and complete.

**Contraband Goods.** Such goods as masters of vessels may not take on board; they being prohibited to be exported, by the positive law of the country, and when disregarded, the ship or cargo, is liable to forfeiture or confiscation.

**Co-partnership.** is when two or more persons unite together, and agree to participate in profit and loss, according to their respective shares in a joint stock.

**Circulating Medium.** A term implying money, or whatever circulating between man and man, serves for payment in commerce. Bank notes, and all bills payable on demand, come under this head, but bills payable at a fixed period do not, although in reality, they answer the purpose of a circulating medium.

**Course of Exchange.** The current price of exchange on bills drawn and sold by individuals in one country on those of another.

**Consols.** Consolidated annuities, produced by £4,000,000 of British Stocks (See page 208.)

**Custom-house,** is where a record of goods imported is kept, and the duties imposed by law are paid.

**Currency.** The value for which the money of every particular country will pass or circulate, which varies in different places.

**Days of Grace.** Certain days after the time limited by the bill, which the acceptor has a right to demand in payment of the same (See page 53.)

**Damages.** The compensation given by a jury for any injury which a plaintiff has sustained.

**Debiture.** A certificate delivered at the Custom-house, when the exporter of any goods or merchandises, has complied with the regulations prescribed by certain acts of Congress, in consequence of which he is entitled to a bounty, or drawback on their exportation.

**Dishonor.** A bill is said to be dishon-

owed, when the person on whom it is drawn, does not accept or pay it.

*Demand*, is calling on a man for a sum of money or any other thing due.

*Discount*, is an allowance made upon prompt payment, on the purchase of goods; also the interest allowed on advancing money upon bills not mature.

*Dividend*. A particular portion of property.

*Demurrage*. An allowance made to the master of a ship, by his freighters, by being detained in port longer than the time appointed and agreed for his departure.

*Dock*, where ships are built, repaired, laden, and unladed.

*Drawer*. The person on whom a foreign or inland bill is drawn.

*Duty*. A certain per cent., fixed by law, to be paid on all goods exported or imported.

*Earnest*, is the money advanced, to bind the parties to the performance of a verbal agreement.

*Effects*, are value in money, merchandise, real-estate, debts, &c.

*Exchange*, is paying or receiving money in one country for a like sum, in another, by means of bills of exchange.

*Emporium*. A commercial city, where merchandise is, to a great extent, exported and imported.

*Failure*. A person is said to fail or become insolvent, when he is unable to pay his debts.

*Factor*. A merchant, agent, or correspondent, residing abroad; and in some cases, consulted by a letter of attorney, to sell goods and merchandise.

*Finances*. Public revenues, or incomes.

*Firm*. Two or more persons engaged in mercantile business, are called a firm.

*Forcetaking*, is buying goods before they reach the usual market, in order that the buyer may sell them at an exorbitant price.

*Freight*. The money paid for the carriage of goods, it is sometimes taken for the burden, or the cargo of the ship.

*Guarantee*, a power that agrees to certain stipulations fulfilled.

*Honor*, is applied to a draft, when it is accepted, or paid by the drawer—it is then said to be honored.

*Importation*. When goods are brought from one country to another, they are said to be imported.

*Inventory*. A detailed account of a person's effects.

*Insurance, Marine*. Insurance is an indemnity, whereby one party is conso-

ration of a stipulated sum, undertakes to indemnify the other against some specific loss, to which he is exposed at sea.

*Invoice*, an account of goods sent off, either to order, or consigned, with the valuation, &c.

*Indorsement*, a term usually applied to the holder of a negotiable instrument, when he assigns his interest in the same, to some third person, by signing his name to the back of the instrument.

*Interest of money*, is the premium paid for the sum loaned.

*Interest, Compound*, or interest upon interest, is when the interest instead of being paid is added to the capital sum, and becomes an increased capital.

*Law, Commercial*. A system of customs acknowledged, by all commercial nations, and constitute a part of the general law of the land.

*Lease*. A written agreement, which secures to the holder, the use of certain houses or lands, for the term specified therein.

*Letter of Credit*, is one which entitles the holder to draw a specified amount of money on account of the giver.

*Laws of Nations*. A system of rules deducible by natural reason, from the immutable principles of natural justice, and established by universal consent, among the civilized inhabitants of the world.

*License*. A privilege from proper authority, to carry on a certain business for which the holder pays a duty.

*Manifest*. An account which a captain of a vessel must give of the goods, he brings into port, before they can be landed.

*Mart*. A place of public sales and purchases.

*Maritime Laws*, relate to branches of commerce carried on by sea.

*Maximum and Minimum*, the former signifies the greatest and the latter the smallest price of any saleable property.

*Mint*, is the place where bullion is coined, under the supervision of government, for commercial purposes.

*Merchant*, a person who traffics in commodities, or buys and sells in gross.

*Monopoly*, when a man gets commodities into his hands in such a manner as that none can sell or get gain on them except himself.

*Money, Real*. Gold and silver coins, rendered current at a certain value by authority of states &c.

*Money, Imaginary*. Denominations used to express sums of money which have no real species, as the pound, &c. (See page 215.)

**Non-claim.** where the creditor cannot enforce his claim, in consequence of not making it seasonably.

**Neutrality.** A state not engaged in alliance with either of the belligerent powers, is called neutral.

**Neutral Ships.** are those belonging to nations which remain neutral, in regard to belligerent powers.

**Obligee,** he to whom a bond is made payable.

**Obligor,** the person who is bound to pay the obligee.

**Payment,** is the purchase money for goods, to be made by the buyer to the seller, as agreed upon.

**Pilot.** A person taken on board at a particular place, for the purpose of conducting a ship through a river, road, or channel, or from port to port.

**Policy of Assurance,** the instrument, that binds the insurers to pay, in case of loss.

**Premium.** Money paid for insuring property against losses.

**Promissory Note.** A written promise to pay a specific sum of money, at a certain time.

**Protest.** If a bill is refused acceptance or payment where due, it is handed to the notary public who protests it.

**Price-current.** A narration of the goods in market, with their selling price affixed to them.

**Primage.** A certain per cent. on the amount of freight, allowed to the captain of the vessel.

**Quarantine.** The time appointed for a vessel arriving from any country, infected with any contagious disease, to remain in certain limits, until it is without danger of infection.

**Rebate.** The per cent. allowed to the purchaser of goods, for prompt payment.

**Respondentia,** is where goods are pledged to obtain money, as in bottomry; or the security of the vessel.

**Retail.** Buying and selling goods, on or on a small scale.

**Rebates.** When money or goods are sent to the consignee, by the consignee.

**Remittance.** The payment of money in one country, to another party in another country, or at a distance by bills of exchange, or orders.

**Sample.** A specimen of commodity for sale.

**Salvage.** A certain sum allowed those who have saved property from the perils of sea and fire.

**Searcher.** An officer appointed to search vessels bound outward, for contraband or encumbered goods.

**Sea-worthy.** A ship is said to be sea-worthy, when she is every way fitted for her voyage.

**Smuggling.** Importing or exporting goods, without paying custom-house duties.

**Simple Goods.** The principal produce of a country.

**Stopping Goods in Transitu,** is when the consignee suspects the credit of the consignee, having his goods on the way, prevents their finally reaching the consignee.

**Supercargoes,** are persons employed by commercial companies or private merchants, to take charge of the cargoes, they export to foreign lands, to sell the same, to purchase for returns, &c.

**Stock Money** raised by a company, to be employed in trade. (See page 149.)

**Tare.** A deduction made to purchasers for weight of the box, cask, or sack, in which goods may be sent.

**Trade,** is used in many cases to signify commerce; also, manufacture and traffic of goods.

**Tellers.** Persons employed in Banks, Exchange offices, &c., to receive and pay money.

**Tonnage.** The capacity of a vessel to stow and transport goods, determined by admeasurement.

**Underwriters.** Individuals or companies, who insure any property against losses or damages.

**Usance.** A certain period after the date of a foreign bill, limited for its payment, according to the custom of the places respectively, through which the exchange passes; double usance, is double the accustomed time; and half usance is half the time.

**Value,** has two meanings. When it expresses the utility of an object, it may be called value in use; when the power of purchasing other goods, value in exchange.

**Usury,** is receiving a higher interest for the loan of a sum of money, than is allowed by the laws of the country, where the transactions occur.

## HARTFORD COMMERCIAL ACADEMY.

162½ MAIN-STREET

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THE design of this School is to qualify young men for the Counting-Room, in a *superior and expeditious manner*.

The following branches are taught upon the most approved plan, by the lesson or quarter of eleven weeks, viz :

### PENMANSHIP.

Individuals by spending a short time in this School, may acquire a free, flowing, and elegant style of writing.

### COMMERCIAL ARITHMETIC.

Young men who have *neglected*, or wish to *review*, the Arithmetic, may, in a short period, acquire simple and expeditious methods of performing the various computations in business.

### BOOK-KEEPING BY SINGLE AND DOUBLE-ENTRY.

Individuals now in business, or those who are anticipating it, are here qualified to act as Book-keepers in the most responsible situations. The learner is instructed in the most approved methods of classifying merchants' accounts, and of opening, closing, and re-opening books in every variety of business.

### MERCANTILE CORRESPONDENCE.

Pupils in this branch, will be made familiar with composing all the forms of bills, &c., useful in the routine of business.

N. B. Young men engaged through the day, can take lessons in the evening or morning, in separate apartments. *Lessons* in the Ancient and Modern languages, and Surveying, will be heard. Merchants' Books written up, and disputed and complicated accounts adjusted.

N. HARRIS, *Principal*.

---

#### *References.*

GOV. ELLEWORTH,  
REV. DR. HAWES,

HON. THOMAS DAY,  
THOMAS K. BRACE, Esqs.

## TESTIMONIALS.

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The names affixed to the following certificate, are selected from the many which have been received, testifying to the merits of this work.

"Having examined the "System of Practical Book-keeping," by Mr. N. HARRIS, Principal of the Hartford Commercial Academy, we do not hesitate to recommend it to the patronage of the public, believing it to be better adapted to the purposes of instruction than any work of the kind with which we are acquainted, and containing a more full and complete definition of the various Books and Terms used in mercantile business."

H. A. PERKINS,  
*Cashier, Hartford Bank.*

HIRAM RIDER,  
*State Treasurer*

Z. PRESTON,  
*Pres. of William H. Inley & Co.*

H. ALDEN,  
*Cashier, Conn. River Banking Co*

S. L. LOOMIS  
*Secretary, Ethos Insurance Co.*

O. ALLEN  
*Book-keeper, Savings Bank*

JAMES BOLTER,  
*Pres. of Hills & Bolter.*

E. A. PECK,  
*Pres. of Smith & Peck*

S. P. THACHER,  
*Firm of J. Obstedt & Co.*

V. A. BAYLEY,  
*Firm of J. M. Bruce & Co.*

E. W. COLEMAN,  
*Firm of Richmond & Coleman.*

D. HILLYER,  
*Secretary, Collins' Manufacturing Co*

JOHN H. STRONG,  
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